

# Thank You Letters after Interviews



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## Introduction

A job interview may be the most important meeting that you have in your life. It is essential that you look into all the aspects of the meeting before you proceed to your job interview. There are several aspects to the interview even after the physical interview is over.

These aspects include sending a 'thank you' message (i.e. email or letter) to the interviewer after the job interview.

Make sure that you keep in mind these aspects before you complete the interview process.



## Why you should send this letter

The general follow-up thank you letter after interview or thank you email is aimed at better demonstrating your interest in the job position.

Sending across a **thank you letter/email** is as important as preparing prior to the interview but the worst part is, not many people look forward to send one. Either they believe that they do not need to or they find it tough to write one and thus, keep procrastinating.



Whatever it may be, no one can or should overlook writing this letter, for it is not only a business etiquette but it also gives you a chance to sell across your candidature one more time.

Yes, it is true. Sending across thank you letter is a subtle sales call wherein the product is YOU.

Furthermore, it provides you a chance to comment/state whatever you liked about the organization, how you think you would fit in and how much KEEN you are for the job role.

A thank you note also enables you to clarify/justify a statement or a view that may have cropped up during the course of an interview and you might not have been able to address the way it ought to have been.

## Reasons to send the Thank You letter

It is only cordial for you to send a thank you letter or email once the interview is over. The thank you letter or email is a very important piece of conversation that is conducted by the interviewee with the interviewer.



### **After-effect**

This 'thank you email message after the interview' is an important after-effect that should be used to better enhance your interaction during your job interview.

A thank you letter works wonders in broadcasting your professionalism, and more importantly, your networking skills to the interviewer.

In fact, a thank you letter is a way of maintaining interaction with the interviewer even after your interview is over.

Here are the main reasons for the question "should you send a post interview thank you letter?" -

### **Your professional attitude**

The thank you letter not only adds some authenticity to your sincerity about being hired by the company, but it also serves as a mirror to your professional attitude. In fact, a carefully written thank you letter can actually act as a **defining and deciding factor** when almost everyone is at the same level vis-à-vis qualification and expertise required for the said job.

### **A communication tool**

The thank you letter is not only useful for interacting with the interviewer; it is also a good tool to use for professional networking. Any piece of communication is a good way of putting forth your aptitude, attitude and thoughts as a professional. If you make a mark with the thank you letter, there are chances that the interviewer will remember you, and who knows whether the interviewer knows others who are looking out for the same professional!

### **Providing further information**

It is the best piece of conversation with which the interviewee can provide further information or elaborate on information already provided to the interviewer. Therefore, the candidate can either use the thank you letter as a means of underlining his/her inclination towards the job, or giving some more information about him/her, or even using the communication as damage control.

## **Summing up: The main purposes**

If you've just completed the interview, there is a good chance that you are seriously considered for the said job.

## Thank You Letters.docs

The thank you letter shows your continued interest in the job and that you're motivated to be selected.

1. The thank you letter not only reminds the employer about you as an applicant but also restate your interest in the job.
2. Sending this letter shows that you have an attention for details.
3. It can be used to re-highlight your best strengths and skills fit with the job.
4. You can include additional information/documentation requested by the interviewer accompanied with this letter.

## Main aspects of the thank you letter

### Send to the important people

This letter should be sent to the important people whom you have met in the company, or at least the individuals involved in the hiring process.

### Whom shall you send it to?

If the email addresses of everyone who conducted the interview have been shared with you, make sure that you send the email to each and everyone who conducted your interview. Do not forget the first person who called you for the interview, or even the last individual related to the interview process with whom you met.

The email itself should be semi corporate, and should not insinuate or be too casual. It is best to be strictly professional during the entire interview process until you are actually informed as to whether you have been hired or not.



### How to send

**EMAIL** – Trust the traditional e-mail to send a thank you note to the interviewer, giving them an idea that you are interested in the job.

**SMS** – You may send a short SMS too. Make sure that you have a corporate looking thank you card, which is dispatched to the concerned individual as soon as the interview is over. If the interviewer has shared his or her contact numbers with you, and if you deem it fit, you can even send a short SMS message to their cell phones thanking them for their time.

### Time to send

You should ensure that the thank you letter reaches the people whom you have met during the course of the interview within a minimum of twenty-four hours and a maximum of forty-eight hours from the time that they attended the interview.

Therefore, make sure that your thank you email or letter note is a cordial note that keeps a vista open for communication between the company and you. However, some thank you email messages or letters may even serve as **damage control**, when the original interview has gone sour or left much to be desired on both sides of the interviewing table.

These are some of the aspects of a thank you letter. There are several other aspects depending on the company to which you applied or even on the position for which you applied for.

### How to Write a Thank You Letter

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The main suggested paragraphs by order are as follows:

1. Start with gratitude towards the opportunity/time the employer gave you.
2. Continue with expressing your interest in the job.
3. Enclose documents if required.
4. Reiterate your thanks and hope for future interaction/interviews.

The following are more details about the steps to follow that can help you devise an appropriate thank you note/letter:

### **1. Opening paragraph:**

You should begin with a 'thank you' and touch-base upon what you liked about the meeting. For example: You may mention about the people you met and how they were nice to you. You may talk about your observation of people adhering to the company policy that you had so hoped for. A Note: Sound genuine.

### **2. Second paragraph:**

You may talk about what happened and what things you liked during the course of the interview. For example: You may begin with what you think about the organization's management principles and what you liked about the job opportunity. You may further elaborate by cleverly weaving your expertise with the requirements of the job. **A note:** Be precise.

### **3. Last Paragraph:**

Reiterate your expertise and your KEENNESS to join. Further, wind up the letter with a nice closing statement that gauges the interest of the reader.

### **Remember -**

To make you stand out, mention a few points you covered in your conversation which demonstrate how you would be good in this position.

The thank you letter is also an opportunity to provide information that may have been overlooked during the interview.

# Thank You letter Samples

There are several kinds of interview thank you letters that you can write. Here are some samples that you may rewrite/edit according to your needs:



## 1st sample

**Dear Mr./Ms. [Last Name]**

I would like to thank you for the Job interview and the time we spent speaking about the job position in your organization yesterday.

I hope this small interaction may later translate into a fruitful professional relationship.

Please find enclosed a list of references that you requested. I look forward to hearing from you regarding your hiring decision.

*[2 suggested sentences to include – And please edit according to your needs:*

- 1. I trust you recognized my interest in the “job title”.*
- 2. I look forward to being part of the R&D team and am confident that I will be able to be a highly efficient team player for making a positive contribution to the team’s goals.*

*(You may also consider including one of your [resume objectives](#) in the thank you letter.*

*In any case, boasting about your skills and experience in the thank you email/letter is not recommended.]*

Again, thank you for your time, consideration and for all your efforts to arrange the interview.

**Sincerely,**

**[Your Signature]**

**[Your Typed Name]**



## 2nd sample: Short

**Dear Mr./Ms. [Last Name]**

This is in regards to the job interview yesterday. I have applied for the post of a ‘The Job Position’ with your company.

Take my sincere appreciation for this job opportunity you gave me. I am very interested in this opportunity.

As you requested, I am enclosing “some more related documents”.

I hope they are received by you in a positive light.

**Sincerely,**



**[Your Signature]**  
**[Your Typed Name]**

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### **3rd sample: Short**

**Dear Mr./Ms. [Last Name]**

I would like to thank you for taking the time to meet with me regarding the [position].

I want to express my interest in the job and believe that my work skills and the job requirements are a good match.

My references would be happy to tell you more about my experience and skills as a worker.

I look forward to hearing from you soon.

**Sincerely,**

**[Your Signature]**

**[Your Typed Name]**

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### **4th sample**

**Dear Mr./Ms. [Last Name]**

Thank you for taking the time to interview me for the [job title, example – elementary school teaching position] today.

I am grateful for the way you presented me the job [in details... if it was the second interview] and the company's work culture. I'd like to tell you that I am impressed with the company's reputation as well as the career growth/opportunity that you offer.

As I am very much interested in this position, my hope is that my competencies fit well with your requirements.

I am eager to bring my knowledge to the position, and believe that my [A,B,C] extensive experience I've already developed make me a good candidate.

I look forward to provide more information about my qualifications and the possibility of working with you.

Thanks you again for your time and consideration,

**Sincerely,**

**[Your Signature]**

**[Your Typed Name]**

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## 5th sample

**Dear Mr./Ms. [Last Name]**

I would like to express my gratitude towards the opportunity to speak with you today about the [job title]. As this was my second interview, I enjoyed learning more about the position avenues.

After our discussion, I am convinced that my competencies are a good match for the job requirements and believe I have a lot to offer.

If selected, my [A,B,C] experience and [D,E,F] skills can make a positive contribution to the team goals and that is why I am very interested in this opportunity.

As you requested, I am enclosing [documents].

I hope they are received by you in a positive light.

Please contact me if you need more information about my background and qualifications.

Again, thank you for your time, consideration and for all your efforts to arrange this (second) interview.

**Sincerely,**

**[Your Signature]**

**[Your Typed Name]**



## 6th sample

**Dear Mr./Ms. [Last Name]**

It was a pleasure meeting with you yesterday, and I thank you for your time. I appreciate the fact that you've taken the time to acquaint me with the team, discussing about the [position] and presenting the company background.

After meeting with you and further observing the company's operations, I am convinced that my professional experience and skills coincide well with the position needs.

Now that I have met you and know more about the job requirements, I am even more excited about the opportunity of working as a member of your team.

Having the motivation to exceed prior expectations, as I briefed during the interview, I am ready to handle the challenges that you offer me and would definitely be a value added addition to the team and to the company.

I remain confident that my competencies are a good match for your needs, and hope to be among those in consideration for the job.

## Thank You Letters.docs

If there are any further questions you would like to ask me, please contact me via email or telephone. Of course, I will be available for future interviews as needed.

I will look forward to speaking with you again soon.

**Your Sincerely,**  
**[Your signature]**  
**[Name]**



### **7th sample**

**Dear Mr./Ms. [Last Name]**

I would like to thank you for interviewing me today for the marketing analyst position at IBM. I left the interview with a renewed esteem for the company and trust that you've recognized my interest in being part of your team.

As you presented the job, it offers the professional challenges and future growth that I always want for my career.

I am positive that I can contribute my enthusiasm & dedication to the position and convinced that my background and skills equip me more than adequately for the job requirement.

In addition to my enthusiasm and to reiterate my point further, I will add to the position – my strong verbal/written communication skills and the ability to work under pressure/workload and timelines.

My marketing background will help me learn quickly the job needs and adjust/adapt myself to the company culture.

Please do not hesitate to contact me, if you need more information about my background and qualifications. If you have any further questions, I can make myself available for any further discussions and interviews.

Again, I appreciate the time you took to interview me.

I am very interested in working for you and look forward to hearing from you soon about the position.

**Your Sincerely,**  
**[Your signature]**  
**[Name]**



## **8th sample: short**

**Dear Mr./Ms. [Last Name]**

It was a pleasure speaking with you today.

I'm looking forward to meeting with you and learning more about this job opportunity.

Thank you again for your time arranging the job interview.

**Your Sincerely,  
[Your signature]  
[Name]**



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## **9th sample – after a phone interview**

**Dear Mr./Ms. [Last Name]**

I would like to thank you for taking the time yesterday to interview me over the phone for the position of Project Manager.

Please accept my sincere appreciation for this job opportunity you gave me. I am very interested in this opportunity.

After our discussion and further to observing the company's profile and the job description, I believe that my extensive experience and competencies [you may mention/highlight your strengths here] fit well with your requirements.

I would appreciate a face to face [personal] interview to discuss in detail my qualifications and would be happy to provide any additional information that may be required.

I look forward to hearing from you soon.

Again, thank you for your time and consideration,

**Your Sincerely,  
[Your signature]  
[Name]**

## After Interview - Further tips

### [What to Do After an Interview: Things to Do After the Job Interview](#)

So, what to expect when waiting for a phone call after the interview?

### [Signs of a Good Interview: 12 Signs that an Interview Went Well](#)

Too many candidates leave the interview room feeling confused.

They really do not know how the interview went – in many cases it is very difficult to read the interviewer's body language or the interviewee was too tense/stressed to follow the interviewer's reactions.

### [Signs of a Bad Interview: 10 Signs that the Interview Went Badly](#)

Unfortunately, there are many job interviews that you may attend that went badly for you. Learn about the bad signs.

### [Calling after an Interview: Follow Up Phone Call after an Interview](#)

Calling the interviewer or the company requires some aspects of professional etiquette.

How to remain in contact with the interviewer and the company in general? One of the best ways to keep in contact with the company/interviewer is to call them.

### [How Long After an Interview Should You Hear Back or follow up with a call?](#)

The part that seems the longest in the application process is the waiting time – when you wait to hear back from the company.