The “Thank You Letter” Templates

Feeling motivated but lacking in inspiration? Here are several handy templates you can use to get your own creative “Thank you” letter juices flowing. Use these as guidelines, but don’t forget that the key is personalization. In other words, don’t just cut and paste these word for word! Trust us, not only will we know, but so will your potential employer… You’ve been warned!

~ Jeff & Mike

P.S. Be sure to really tailor these templates to your needs! Please do a couple of “proof reads” before sending it off.

**EXAMPLE TEMPLATE FOR A ONE ON ONE INTERVIEW**

**Version 1**

Your Name   
Your Address   
Your City, State, Zip Code   
Your Phone Number   
Your Email

Date   
  
Name   
Title   
Organization   
Address   
City, State, Zip Code   
  
Dear Mr./Ms. Last Name:

Thank you again for taking the time to sit down with me and discuss the Secret Sauce Taste Test Coordinator at the Umptee Institute for Culinary Excellence. The job, based on both your descriptions and my research, seems to be a good match for my skills as well as my interest and our meeting has only further confirmed my desire to work with you.

Along with the skill sets we discussed in person during the interview, I will also bring to the position my enthusiasm, attention to detail and organizational skills. I know my strong background in coordinating multiple departments will help me to work seamlessly with the Secret Sauce Engineers and Technicians already on staff.

I fully understand your need for an active,hands-on coordinator. As your company continues to grow and evolve, my coordination and organization skills will not only help to streamline the process but will also allow you the freedom and ability to focus on the larger issues at hand.

I fully enjoyed our time together but neglected to mention at the time that prior to my last position as a Ketchup Consistency expert with the Ezee-Squeezee company, I spent six months working as a professional closet organizer and personal assistant. This experience helped hone my organizational skills as well as develop my book keeping and clerical skills.

Thank you again for your time and consideration. I am very interested in working with you and I look forward to hearing from you in regards to this position.

Sincerely,   
  
Your Signature

**EXAMPLE TEMPLATE FOR A FOLLOW UP INTERVIEW**

Your City, State, Zip Code   
Your Phone Number   
Your Email

Date   
  
Name   
Title   
Organization   
Address   
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you so much for talking with me today about the position in the Biomedical Research and Development team at Umbrella Corp. I was inspired by your knowledge of and dedication to the company and their ongoing research in the fields of genetic research.

I am positive that I have what it takes to bring that same level of dedication to your company. As I mentioned, it has long been a goal of mine to work at Umbrella Corp. My previous experience as an Alice Wrangler and my extensive training in hand-to-hand combat has prepared me well for this position. I look forward to bringing my skills in research organization and specimen preparation to the collective Umbrella Corp. table.

I would very much like to take the next step in this process and discuss this position further with you at your office. I will contact you later this week to schedule a time when we can meet.

Again, thank you for your time. I look forward to meeting with you.

Sincerely,

Your Signature   
  
Your Typed Name