

Sample Interview Thank You Letter

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It's often said that once you get your foot in the door for an interview, anything is possible. But after you've left, you can also do wonders by composing a good thank-you letter. It's best to follow up by emailing the person or people you spoke with by the end of the next business day, so you're still somewhat fresh in their mind.

Make sure to incorporate points the interviewer discussed. This shows you were intently listening to him and understand the company's needs -- a habit most employers value. Of course, you'll need to customize your letter, but here's one example of what a thank-you note might look like:

Dear Elizabeth,

Thank you for taking the time to meet with me yesterday. It was great to learn more about Johnson Associates. The company has an exciting mission and, from what I saw, a great team of employees.

I wanted to follow up on a few points from our discussion about the administrative assistant position.

You had expressed that the person who fills this opening will need to be able to juggle multiple tasks. This is a challenge I've faced throughout my career. In my current position at the Jackson Corp., I handle all scheduling for the executive team, prepare all presentations for the CEO, CFO and director of sales, and handle a constant stream of requests coming from throughout the firm. My ability to prioritize and multitask has made me successful in my current job, and my references will attest to this.

You also made it clear that the person in this job will need to be a good judge of character and be able to handle delicate interpersonal matters with a soft touch. Again, I'm well-versed at working with an array of strong personalities and nimbly handling touchy interpersonal matters. I also have a knack for putting people at ease, even when they are in the midst of tense situations. I realize how important this quality can be in an administrative assistant.

After meeting with you and the Johnson Associates team, I walked away enthusiastic about the company and feeling that I'm an ideal match for the opening you're trying to fill. I hope you will not hesitate to contact me if you have any questions or concerns that need to be addressed. I look forward to speaking with you again soon.

Sincerely,

Donna Merloni