
■ Thank You Letter

CSU East Bay, Academic Advising and Career Education: Connecting Curriculum and Career

You should **send a thank you letter when you get home from the interview** Try to time it so it arrives before the hiring decision will be made. Feel free to mention any topics discussed during your interview. If you made a personal connection, add a personal touch (e.g., "have fun on your sailing trip next week."). If the job contact was made through the Internet or e-mail, send an e-mail thank-you note immediately after the interview, then mail a second letter timed to arrive the week before the hiring decision will be made.

■ Sample Thank You Letter

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

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

After our interview for the xyz position, I am confident in my ability and excited about the opportunity to work with W Organization. My organizational skills will be invaluable in this hectic and challenging position which is the environment I thrive in.

In addition to my enthusiasm, I bring strong writing skills, assertiveness and the ability to encourage others to work cooperatively within and across departments. I look forward to working with the artists on staff and using my experience in the understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. During the two summers I worked as a temporary office worker I developed my secretarial and clerical skills.

I appreciated learning more about W Organization and the position and I am very interested in working for you and look forward to hearing from you.

Sincerely,

Signature

Your Business Name

This document is available in alternative formats (large print, Braille, audio tape, etc.). Please contact the AACE to submit your request

CALIFORNIA STATE UNIVERSITY, EAST BAY



California State University, East Bay
Academic Advising and Career Education
"Connecting Curriculum and Career"
www.csueastbay.edu/sa/aace

HAYWARD HILLS CAMPUS
25800 Carlos Bee Blvd.
Warren Hall 509
Hayward, CA 94542
510.885.3621

CONCORD CAMPUS
4700 Ygnacio Valley Rd.
Academic Services Bldg. 12
Concord, CA 94521
925.602.6700

Email: aace@csueastbay.edu