

Thank You Letters/Emails

After the interview, it is important to send a Thank You Letter or email to the individual(s) who interviewed you. It is an opportunity to highlight your strong points while demonstrating an interest in continuing the interview process. An excellent thank you letter is:

Brief – It is just a few paragraphs.

Timely – It is written within 24 hours after the interview.

Polite – Thank the interviewer for his or her time.

Positive – Highlight and re-emphasize your skills/abilities relevant to the position.

Informative – Include any brief post interview information which would be helpful to the recruiter.

EXAMPLE OF BASIC THANK YOU LETTER FORMAT

Your Name
Address, phone number and email

Date

Name, address of person to whom you are addressing the letter

Dear Mr./Ms. _____:

Paragraph one: A one sentence thank you and a quick reminder of where/when the interview took place. Avoid using “yesterday”; indicate actual date. Mention the positive aspects of your conversation.

Paragraph two: Show understanding of the employer’s situation, needs of the organization and position. Reiterate or imply what you have to offer the organization and position. Give a summary of your skills/abilities that are relevant to the position.

Closing Paragraph: Reaffirm interest in the position. Advise them you would be willing to supply additional information. Thank them and let them know you are looking forward to hearing from them soon.

Close your Letter: Sincerely, sign your name and type your name.