THANK YOU LETTER

Purpose

Following an interview, promptly (within 2 business days) write the interviewer a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Demonstrate that you have good manners and know to write a thank-you letter.
- Follow up with any information the employer may have asked you to provide after the interview.

Hard copy, handwritten or email?

- Thank-you letters can be hard copy typed, handwritten or e-mailed. Hard copy are most formal and are appropriate after an interview. Handwritten are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during on on-site interview. E-mail is appropriate when that has been your means of contact with the person you want to thank, or if your contact has expressed a preference for e-mail.

What to do if you don't hear from the employer

- Before your interview ended, your interviewer should have informed you of the organization's follow-up procedures — from whom, by what means, and when you would hear again from the organization. If the interviewer did not tell you, and you did not ask, use your follow-up / thank-you letter to ask.
- If more than a week has passed beyond the date when you were told you would hear something from the employer, call or email to politely inquire about the status of the organization's decision-making process.

1010 Hire Me Highway
Alton,IL. 62002
(555) 555-5555
anitajob@gmail.com

August 1, 2009

Mr. Hire
Human Resources Manager
Graphics Plus
2000 Line Drive
Alton, IL. 62002

Dear Mr. Hire:

I enjoyed interviewing with you yesterday. Thank you for taking time out of your busy schedule to meet with me.

As mentioned during the interview, I will be graduating in December with an Associates Degree in Graphic Design. Through my education and experience I've gained many skills that will be valuable in this job.

Thank you again for the opportunity to interview with you. I can be reached at (555) 555-5555 or by email at anitajob@gmail.com.

Sincerely,

Anita Job