

After Interviews: Send a Thank You Letter

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:

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

Guidelines for a Thank You Letter

- 1) Use either E-mail or regular mail
- 2) Compose in **Business Letter format** (see business letter template in cover letter packet)
 - Times New Roman font, 12 point
 - Single Space
 - 1-inch margins on all sides
- 3) Keep the note short and friendly:
 - In the 1st section, thank the person for the interview.
 - In the 2nd section, remind the employer of your skills and other qualifications that are relevant to the job. This way, you get the last word on why you should be hired.
 - In the 3rd section, reiterate your thanks, and tell the employer how you will follow up.

What to Do if You Don't Hear Anything After the Interview

At the end of the interview, you and the employer should have discussed next steps for communication. If more than a week has passed beyond the date when you were told you would hear something from the employer, call or e-mail to politely inquire about the status of the organization's decision-making process. A polite inquiry shows that you are still interested in the organization and may prompt the employer to get on schedule with a response. In your inquiry, mention the following: name of the person who interviewed you, time and place of the interview, position for which you are applying (if known), and ask the status of your application.

Thank You Letter Template - Simple

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:

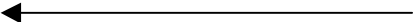
Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

Optional: The third paragraph can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,  **1 line**

Sign your name in the center  **4 lines**

Your Typed Name  **4 lines**

Enclosures: (1) References

Business Letter Format (Block)

1-inch margins on all sides

Justify all text to the left margin

12 pt. font; Times New Roman or Arial

Thank You Letter Sent After Your Interview - Simple

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 for taking the time to meet with me this past Tuesday. After speaking with you and learning more about Blank, Blank, I am even more enthusiastic about the possibility of working with your company. I particularly enjoyed the tour of the shop and watching Mr. Smith, the master mechanic you introduced me to, replace the brakes on the Volvo S70.

If I can provide you with any additional information, please do not hesitate to contact me. I look forward to hearing from you.

For your convenience, I've enclosed my list of professional references.

Sincerely,

/Your Name Signed/

Your Name Typed

Enclosure: (1) References

Thank You Letter After an Interview – Longer Format

900 N. 7th St. Apt. 6
Lafayette, IN 47904
765-123-4567
kmjones123@gmail.com

April 20, 2014

Mr. Alex Carson
Manager, A & D Industries
1437 State Route 26
Lafayette, IN 47904

Dear Mr. Carson:

Thank you for taking the time to interview me for the welder apprentice position (#46) at A & D Industries. I enjoyed speaking with you and am still very interested in working for A & D.

I realize that the welder apprentice position can be challenging because of the long hours and hectic work environment. However, I am sure that my years of welding and experience working in fast-paced jobs will allow me to excel at A & D Industries.

As requested, I have enclosed the description of the welding project I discussed with you, and my list of professional references.

It was a pleasure meeting with you and learning more about the welder apprentice position at A & D Industries. I look forward to hearing from you about the position.

Sincerely,

/Your Name Signed/

Karl M. Jones

Enclosures: (2)