

Thank-You Letter

Sending a letter of thanks is common practice after an interview. It is a way for you to follow up with the interviewer for their time and show your continued interest in the company.

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Several situations in the job search process require a thank you letter such as:

- After an informational interview, company visit, or other career exploration activity
- When someone provides you with job search assistance (e.g., refers you to an employer, provides a network contact, or speaks on your behalf to a prospective employer)
- After an internship or job interview

The following breaks down the thank you letter by paragraph to help you thank those that took time out of their schedule to interview you.

Paragraph 1

Thank the interviewer for taking the time from their schedule to discuss the position you were interviewed for. Then indicate either 1) that you found the conversation very interesting or 2) that you impressed with the possibilities of the position or organization.

Keep this paragraph to two sentences.

Paragraph 2

Remind the interviewer of key points you made during the interview—for example: How your background/education are suited to the job; how your experience meets the qualifications; how you have done or learned something which was asked about during the conversation. (NOTE: It is very helpful to make notes for yourself as soon as you leave the interview—record key words, good answers you gave and the like. Then you'll have them to refer to when you write the letter.

Keep this paragraph to two to three sentences

Paragraph 3

Indicate that, given the background you described in Paragraph 2, you are confident of your ability to do the job and that you were pleased to have the opportunity to tell him/her about these skills/abilities/background/etc. Your last sentence should read approximately: "I am looking forward to the possibility of working as (title) with your organization.

Keep this paragraph to two sentences.

MAIL OR EMAIL THIS LETTER NO LATER THAN THE DAY AFTER THE INTERVIEW AND YOU'LL DEFINITELY INCREASE YOUR CHANCE OF GETTING THE JOB

SAMPLE

Your Address
City, State, Zip
Telephone
Date

Interviewers Name
Title
Company Name
Company Address
City, State, Zip

Dear Interviewer, (Address with formal title ex. Ms. Lewis, or Mr. Shields),

Thank you for the informative interview yesterday. I was very impressed with the company and all the people I met there.

I found the overview you gave me of your services to be very helpful. I was particularly interested in the problems in the area of customer complaints you outlined. As I said yesterday, I set up a follow-up/call back system for X,Y, Z company that resulted in customer returns of 42% in just six months. I believe a similar system could significantly reduce the complaints at (Company Name) also.

I am even more enthusiastic about (Company Name) now that I have had an opportunity to discuss the customer service manager's position with you. I will call you on Monday to see if you have any more questions.

Once again, thank you for a very stimulating interview.

Sincerely

Your Name

Additional Tips for a Successful Thank You Letter:

- Send a personalized letter to each individual within 24 hours (preferably before any hiring decisions have been made)
- Laser print your word-processed letter on high quality paper
- Keep your letter short and straightforward
- Reiterate your skills and qualifications, particularly those pertinent to the position
- Mention a specific topic or issue that was discussed during your interview in order to refresh the interviewer's memory of you and your conversation
- Provide any information that was overlooked during the interview or that was specifically requested by the interviewer
- Communicate your continued interest and enthusiasm for the opportunity. Fewer than 15% of job seekers follow up with thank you letters, so don't miss this chance to get a leg up on your competition!