

# WRITING A THANK YOU LETTER

## JOB SEARCH

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After every interview or informational meeting interview, it is considered professional business etiquette to send a thank you letter.

### **The purpose of the thank you letter is:**

- to express sincere appreciation for an interview
- to restate interest in and qualifications for the position
- to demonstrate written communication skills
- to demonstrate understanding of professional business etiquette

### **General Guidelines**

- Individually prepared, handwritten or types, and addressed to the person who interviewed you
- If you interviewed with more than one person, you may send each person a letter or send only one letter to the person who appears to be most in charge of hiring and say you appreciated meeting with: “you and your staff” or “you, Jack Jones, and Jane Smith” or “you and members of your firm.”
- Refer to the date and place of your meeting and the title of the position for which you interviewed.
- Write in short concise sentences in a conversational style. Be sincere and positive.
- Express your enthusiasm for the job and restate your qualifications.
- Close with a suggestion for continued contact or actions (a request for the next interview or that you are waiting for their response).
- Proofread for spelling, grammar, and content – letters must be free of errors.
- Send the original, with your name signed in blue or black ink. Keep a copy of the signed letter for your personal files.
- Send thank-you letters within 24-48 hours of every interview. The letter reminds the interviewer of your interest and their need to take action on a decision regarding you. Send a letter after the first screening interview, and then slightly different letters after the second or third interviews with the same employer.

## FORMAT

Your present address  
City, State Zip Code  
Date

Name of individual  
Title of individual  
Company name  
Street Address  
City, State Zip Code

Dear Ms./Mr. \_\_\_\_\_,

Thank the employer for the interview. Mention the place and date you met, and the name of the position you are seeking. Restate your interest in the position to the employer. Highlight your strongest qualifications and accomplishments briefly. Mention something that was discussed in the interview.

Close with a suggestion for the action you want to happen next. Thank you letters are generally not very long and are written in conversation style.

Sincerely,

(Your signature in ink)

Full Typed Name (if thank you letter is typed)