

THANK YOU LETTER

A THANK YOU LETTER IS SENT AFTER AN INTERVIEW FOR A POSITION.

- Be sent the day of or the day after the interview.
- Be brief, simple and sincere.
- Reinforce in the interviewer's mind just how serious and enthusiastic you are about the position. That very act can separate you from the other applicants, giving you the extra something that may lead to being offered the position.
- Hand-written or typed note or email is fine. Be courteous and professional regardless of which medium you use. Do not text a thank you and do not use social media to thank the person.
- Proofread before you send it! Grammatical errors or typos are unprofessional and unacceptable!

THE FORMAT BELOW IS A GUIDELINE FOR THE CONTENT OF EACH THANK YOU LETTER:

Date

Name, Title
Address
City, State, Zip
Not necessary if sending an email

Dear _____:

Thank the person for meeting with and giving you more information about the organization and the position.

Be specific and include details from the interview. Perhaps one particular detail or piece of advice which will be helpful to you in the future can be mentioned. A compliment to the person or their organization may also be included.

End the letter on a positive note. Reaffirm your gratitude with an expression of thanks or an indication of your intention to continue contact.

Sincerely,

Name