

# The Thank You Letter

It is absolutely **essential** to send a thank you letter after each interview. Most applicants don't take the time to write one, so a candidate who makes the special effort and writes a short, well focused note makes a positive impression.

## Thank You Letter Basics

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- The letter should be no more than three short paragraphs, **perfectly written** (a poorly written letter can put you out of the running!) and sent out within 24 to 48 hours after the interview.
- Try to collect business cards from those with whom you interview, or if in a panel interview, a card from the coordinating recruiter to ensure proper spelling of names and addresses.
- If mailing a letter, it should be printed on high quality resume paper with matching envelope. You may also choose to send a professional looking handwritten note, or an email. Email notes are acceptable particularly if the hiring decision is being made quickly.

## How to Structure the Letter

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The letter should include three paragraphs:

1. Thanking person for interview.
2. Key points of interest in position and one sentence of how interview confirmed for you that this position is a good match for your skills and interests. You should also mention something specific you spoke with that person about.
3. You are eager to hear from them soon.

Review the samples on the following page. Use for inspiration but do not copy word for word!

3590 Monroe Avenue, Apt. 3  
Rochester, NY 14620  
585.555.1212 or [myemail@aol.com](mailto:myemail@aol.com)

August 23, 2012

Justin Interviewer  
Manager, Employee Relations  
ABC Bank  
1234 East Avenue  
Rochester, NY 14604

**Sample typed thank you for an  
employment position**

Dear Mr. Interviewer,

Thank you for your time during our interview for the HR Generalist position yesterday. I truly appreciated learning about the overall operations of your HR department and the opportunity this position offers.

As we discussed, I am confident that my academic coursework and internship experience has provided me with an excellent background for this opportunity as well as my supervisory role at XYZ Retail Company where I was privileged to train, mentor and develop motivational initiatives for new employees. Your rotation program will provide an opportunity to contribute to the ongoing success of your department.

I am very interested in this opportunity. When we met, you indicated you hoped to make a decision on the next step in the process by Friday. I'll look forward to hearing from you then. You may reach me at 585.555.1212 or [myemail@aol.com](mailto:myemail@aol.com). Thank you again.

Sincerely,

Jill Student

**Sample email or handwritten thank you  
following an Informational Interview**

Dear Ms. McDermott,

I am writing to let you know how much I appreciated your willingness to meet with me for an informational interview and answer my many questions about the career services field. I learned so much that convinced me more than ever that this is an area I would like to pursue.

Thank you also for the contact information you provided for career advisers at the larger Rochester institutions that serve significant international student populations. As we discussed, a position as a Career Advisor to international students would be a great way for me to combine my interest in counseling with my passion for cultural studies and international politics.

If you have any other advice or suggestions for me, please contact me at (585) 666-1234 or [samwalton@email.com](mailto:samwalton@email.com). Again, thank you for meeting with me, sharing so enthusiastically about career services and helping me to expand my networking circle.

Sincerely,

Sam Walton