



HOW TO WRITE A THANK YOU LETTER

TIPS

1. Send thank you letter within 24 hours after interview.
2. Write a different thank you letter to each person interviewed with.
3. Print letter on the same quality paper that resume and cover letter are on.

WHAT TO INCLUDE

Paragraph 1 - Thank the interviewer for their time/hospitality/kindness/interest shown on (date of interview/facility tour). Point out highlights of the day or area of particular interest.

Paragraph 2 - Reaffirm interest in the position/company and in the confidence of being capable of holding the position for which applying for.

Paragraph 3 – Close the letter. Again thank the interviewer and hope to hear from them.

SAMPLE LETTER

**SALLY E. JONES
951 ANY STREET
CHARLOTTE, NC 28264
(704) 555-8354
SJONES@HOME.COM**

May 20, 2007

Ms. Shirley V. Grey
Human Resource Manager
ABC Corporation
1213 Any Road
Charlotte, NC 28173

Dear Ms. Grey:

Thank you so much for the time you spent with me recently, and I especially enjoyed the brief tour. You went out of your way to make me feel relaxed and comfortable during my interview.

The more I thought about the Administrative Assistant position we discussed, the more interested I became. I am confident that my skills would greatly benefit ABC Corporation.

Again, thank you for considering my qualifications to become a part of your organization and I look forward to hearing from you soon.

Sincerely,

Sally E. Jones

Sally E. Jones