



Writing a Thank You Note

Thanking the Employer

Writing a thank you letter after your interview won't necessarily help you secure the job, but not sending one can hurt your chances. The thank you letter is an opportunity for you to remind the interviewer why you are the best fit for the position and to address any remaining issues.

Send a thank you letter immediately after each interview, ideally within 24 hours. A handwritten note is most memorable, but an e-mail is best if you were interviewed by a traveling recruiter. Use simple stationary or resume paper, making it brief and personalized. If you spoke with more than one person, try to write a thank you letter to each individual. In your letter be sure to:

- Express your appreciation for the opportunity to interview.
- Express your continued enthusiasm about the position and the company.
- Recap your strengths, being careful to relate them to the requirements of the job and the company.
- Provide your contact information.

Thank You Letter Script

In the **first paragraph**, state when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.

In the **second paragraph**, mention something that particularly appeals to you about working for them, and reinforce a point or two in support of your application.

If after the interview you thought of something you wish you had said, the **third paragraph** of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.

In the **last paragraph**, thank the employer for considering your application and ask for further communication.



Thank You Letter Example

Your Address

City, State Zip Code

Date

Ms. Angela Chastain

Director of Human Resources

Modern Advertising

345 Center Drive

Centertown, PA 55555

Dear Ms Chastain:

Thank you for meeting with me last Thursday, August 8, to discuss the position of copywriter at Modern Advertising, Inc. I was quite impressed with the enthusiasm you displayed for your company's future and the helpfulness of your office personnel. Learning about Modern's present media campaign for the Pennsylvania Sausage Company was exciting and demonstrated your creative approach to advertising. Modern Advertising is a company with which I want to be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with the *Slippery Rock Rocket*. As I stated at our meeting, I enjoyed the challenge of a competitive environment in which success is based on achievement.

Since our meeting I have received the College Reporter's Award for an article of mine published in the *Rocket*. This is my first national award, and I am quite encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing from you soon.

Sincerely,

(Your Handwritten Signature)

Your Typed Name