



## THANK YOU LETTER

### FOLLOW UP MESSAGE

Candidates for professional positions should always follow up by sending a thank you letter immediately following a job interview. It should be sent promptly, without delay, typically within 24 hours. The tone should be friendly, but professional. The writing should be mature, not casual.

It conveys respect, and courtesy. It expresses gratitude and appreciation. It reflects good manners and proper etiquette. It reiterates your interest and enthusiasm about the job. It expresses confidence. It gives you another opportunity to promote yourself. It reminds the employer of your qualifications. And it impresses the employer with your ability to follow-up.

A good thank you letter (or follow up letter) should be written in proper business letter format (in the same manner as a good cover letter, networking letter, or letter of introduction). It should be brief. When mailed, it should be printed on the same matching brand, letterhead, and paper as your resume and cover letter. Or it can be e-mailed.

#### **Your Name**

**Your Address, City, State Zip Code  
Phone Number, E-Mail Address**

Date

Name  
Title or Department  
Name of Company  
Address  
City, State Zip Code

Dear (Mr., Ms.) \_\_\_\_\_ :

Paragraph One. Thank the interviewer for granting you the interview. Thank the interviewer for the opportunity to learn more about the job and the company. Thank the interviewer for the opportunity to discuss your qualifications.

Paragraph Two. Reiterate your interest and enthusiasm about the job. Remind the interviewer of your qualifications. Express your confidence in being able to perform the job.

Paragraph Three. Express an interest in hearing from the interviewer again very soon.

Sincerely,  
Your Name

Your letterhead (Typically in larger bolder font, should match the header on your resume).

Current date

Address of employer... Include name and title of person.

Salutation... Dear Mr., Ms., or Dr., followed by the person's last name.

The first main idea or key point.. Express appreciation and gratitude. Thank the interviewer for meeting with you. You may need to also thank the interviewer for lunch or a tour or any other amenities, hospitality, or courtesies they may have extended.

The second main idea or key point... Reiterate and remind. Express your interest in the position. Be confident. Sell yourself. Project enthusiasm and confidence.

The third main idea or key point... Express anticipation of the next meeting.

Complimentary closing (Sincerely, Cordially, Best regards, Best wishes, Respectfully)

## **ADVANTAGE**

Sending a thank you letter after a job interview provides you an opportunity to get back in front of the employer again, in case you have faded from the memory of an employer who met too many people too quickly. Feel free to use your thank you letter to reference particular points from the conversation.

It also allows you to introduce information that you neglected to mention in the interview. And it allows you to clarify anything that you don't think you communicated well during the interview.

Sending a thank you letter may give you a competitive edge over other candidates. Oftentimes, even good candidates fail to (forget to) send a thank you letter. You can easily gain an advantage over such candidates with this simple gesture of professionalism.

A recent survey showed that 22% of employers are less likely to hire a candidate who does not send a thank you letter, and 91% like being thanked, according to another survey. So, you can be pretty sure that sending a thank you letter won't hurt your chances at the job. According to yet another survey, 75 percent of interviewers said that receiving a thank you letter from a candidate affects their decision-making process. And one employment expert said that not receiving such a letter can be the deciding factor in rejecting a candidate who is otherwise a great fit.

## **SAMPLE TEXT 1**

Thank you very much for the opportunity to interview for the position of [job title] yesterday [or today]. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong [whatever] skills, and I have extensive experience with [whatever technology or tool that is important to the job and that you have experience using].

Thank you for considering me for this opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you.

## **SAMPLE TEXT 2**

Thank you for granting me an interview for the [job title] position with [name of organization]. I was grateful for your hospitality and for the opportunity to meet with you to discuss my qualifications.

I believe my experience, credentials, knowledge, and skills are a good fit for the requirements of this position. I am confident I can make a positive contribution to the ongoing success of [name of organization] as its [job title]. I am very interested in pursuing this opportunity further.

I look forward to hearing from you regarding my qualifications. Thank you for your time and consideration.

