

THANK YOU LETTERS

A thank you letter must be written immediately following your job interview. By sending a thank you letter, you are indicating your interest in the position as well as showing your maturity and professionalism. This letter does not need to be as detailed or as long as a cover letter.

- (1) **HEADING:** Remember to use the same heading as you used in your cover letter.
- (2) **FIRST PARAGRAPH:** Remind them of the meeting date, the position, and how you thoroughly enjoyed yourself. Please do not lay it on too thick. Tell them that you have what it takes to succeed in the position.
- (3) **SECOND PARAGRAPH:** Remind them about your qualifications and how they match the employer's needs. You may want to refer back to specific points from the interview to make your point. This shows that you were really listening and that you do have something to offer.
- (4) **THIRD PARAGRAPH:** Thank them once again and let them know that you are available for a follow-up interview at their convenience.
- (5) Sincerely,

Your Signature

Type your first and last name