

Thank You Letter Writing Guide

- ➔ Thank you letters are *prompt*, personal replies to express appreciation for an interview and reiterate interest in and qualifications for the position.
- ➔ Sending a thank you letter leaves a positive impression and can sometimes be the deciding factor as to who gets offered the position.
- ➔ If you are no longer interested in the position, still send a thank you note as it reflects professionalism. It also keeps the door open if you should become interested in the organization in the future.

Thank You Guidelines

- Send a thank you to each of the individuals you interviewed with within 1-2 days.
- You can choose the method that works best for you:
 - A hand written card;
 - Simple white paper with a hand written or typed message;
 - A typed letter on the same paper and letter head as your resume.
- The letter should be concise and in a business format; keep it simple and focused.
- Use a simple font like Times New Roman or Arial; 11-12 pt.
- Show genuineness and professionalism in your message; try to personalize your letter.
- Depending on the circumstances, an e-mail or phone thank you may be appropriate – use your best judgment.
- Proofread, spellcheck, & edit!!!! Your thank you should be error free.

Basic Structure of a Thank You Letter

➔ Opening Paragraph:

- Show your appreciation for the opportunity to interview
- Make a specific reference to the position

➔ Middle Paragraph(s):

- Reiterate your interest in the job and remind the interviewer of your key competencies that match the position.
- Mention key points discussed during the interview.
- Express confidence in your abilities and stress the “fit” (between you and the position).
- You may include an additional paragraph if you need to discuss qualifications you wish you would have mentioned during the interview, but didn’t have the chance.

➔ Closing Paragraph:

- Restate your gratitude, clarify method of follow-up (i.e. “I look forward to hearing from you soon” or “I will call you on Friday regarding your decision”).
- Close on a positive note.



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Thank You Letter Sample

Your Name
Your Address
City, State, Zip Code
(You may also include your e-mail
address and phone number here)

Date

Name of Interviewer
His / Her title
Company / Organization Name
Street address
City, State, Zip Code

Dear Mr., Mrs., Ms., Dr. _____,

Sample #1:

Thank you for meeting with me yesterday to share details about the Assistant Buyer position at Target.

After talking with you and your staff, I am eager to reaffirm my interest in the position and in a company that supports the local community. I am confident that my familiarity with the product line and considerable retail sales experience would prove to be an asset to your department.

I look forward to hearing from you soon regarding your final decision.

Sample #2:

Thank you for the opportunity to interview with you on July 9th for the available Assistant Buyer position at Target. I enjoyed talking with you and learning more about the Target Corporation.

As you recall from our interview, I have had retail sales experience with a number of companies and have considerable knowledge of your product line. After meeting the creative team, seeing the corporate headquarters, and getting a general feel for the company, I am even more interested in becoming part of the team and feel I can contribute much to this company.

Once again, thank you for your time and consideration. I am looking forward to hearing from you soon and am very eager to be able to contribute my ability to Target's success.

Sincerely,

Your Signature in Black or Blue Ink

Your name typed