**MICHAEL HUNTER**

[www.webcasador.com](http://www.webcasador.com) • 404-509-7149 • [webcasador@gmail.com](mailto:webcasador@gmail.com)

Date

Dear (name of recipient):

I would like to thank you for your time and consideration for my application to your company in the position of (title of position). I believe my background and abilities would be an excellent match for your company.

I am very interested in the position based on the information that you provided and I look forward to speaking with you and your company’s representatives in a more in-depth manner as to how I may be of service to you.

In the event that you need additional information, please feel free to contact me anytime.

Again, thank you for your time and thoughtful consideration.

Respectfully,

Michael Hunter

Five Ways a Thank You Note Hurts Your Employment Chances

### Full of typos

### Before you hit submit, double-check to make sure that your thank-you note is typo-free.

### Sending it late

### Thank-you notes are the most effective when you send them ASAP or within 24 hours of your interview.

### 

### Generic message

### Many companies request that thank-you notes get forwarded to HR so they can be attached to a candidate's file. Take the time to actually personalize some aspects of your message. It's worth it.

### It's just a way to talk about yourself more

### It's definitely a mistake for you to transform your thank-you note into a second take of your interview. Thank-you notes shouldn't be long.

### It's inappropriate

### No matter how sure you are that you nailed the interview, your best bet is to remain professional throughout the process. (That means no nicknames, no sarcasm and definitely no cursing.)

The greatest thank-you note mistake would be to not send one.