**THANK YOU LETTERS**

A thank you letter is your statement of appreciation. It is sent within 24 hours of a formal interview or a meaningful interaction with an employer. The most effective thank you letter is one that shows sincere appreciation for their time, restates interest in the position, and emphasizes key strengths. If you interviewed with several individuals -- send one letter to your initial contact.

**Sample letters**

* [Email](http://ncsu.edu/career/pdfs/thank2.pdf) *– most common*
* [Print](http://ncsu.edu/career/pdfs/thank1.pdf)
* [Handwritten](http://ncsu.edu/career/pdfs/thank3.pdf)