

How To Write A Thank You Letter

You should plan to send a thank you letter within 24 hours of your interview. While some professions would expect a mailed hard copy, in the technology industry, emailed thank you letters are considered the norm.

When you write your thank you letters, use these guidelines while writing:

- **Express Your Enthusiasm:** Convey your interest in and enthusiasm for the company and the position for which you interviewed. Try to be specific about why you are interested and how you are a good fit for the team.
- **Address Unresolved Points:** Address any issues or questions that came up during the interview that you feel you did not fully answer. This letter is your last chance to make a positive impression on the interviewer. Provide any information that was overlooked during the interview or that which was specifically requested by the interviewer
- **Personalize It:** You will likely be one of many interviewees, so you need to set yourself apart from the other candidates so they will remember you when you leave. In your letter, highlight a key point from your interview that you believe the interviewer will remember, and therefore remember you. Additionally, if you meet with more than one person, consider sending them all thank you letters, each one a bit different; you may not know exactly who in the group will be making the decisions. Getting a business card from each interviewer will help you with names and titles when you sit down to write your thank yous.
- **Reiterate Your Expertise:** If the company communicated its specific needs, issues or challenges, use your thank-you letter to demonstrate how you can meet those needs.
- **Highlight Your Successes:** Similarly, if the company communicated its ideal qualifications for a candidate, use your thank-you letter to outline how you meet or exceed those qualifications.
- **Write clearly and concisely;** this is no time to be longwinded or flowery. **Stick to the point.**
- **Proofread, and then Proofread again:** Make sure your thank you letter conveys a professional image by ensuring it is free of typos and grammatical errors. : grammatical errors and typos are sloppy and unprofessional.

Remember, very few people bother to send thank you letters - this can be your edge!

Generally, your thank you letters should include the following information:

First paragraph:

- Thank the interviewer for taking the time to meet with you (mention the date). Remind him/her of the position for which you interviewed.

Second paragraph:

- Restate your interest in the position and the company/school/organization. Mention something you learned from the interview or comment on something of importance that you discussed. Again, emphasize your strengths, experiences, skills, accomplishments and slant them towards the points that the interviewer considered the most important for the position.
- Overcome objections. If during an interview there were specific objections raised about your candidacy, use your thank-you letter to respond to and overcome those concerns. Demonstrate that the concerns are not an obstacle but an opportunity and you're fully prepared to meet the challenge.

Example:

You're interviewing for a job for a well-established company in the New York. Although you're extremely well-qualified, the CEO is concerned you've never lived in the area and have no network of local contacts, thus you will have adjustment issues. Eliminate those concerns by explaining that you can easily adapt to a different environment (for example, you have studies abroad) and that a few of your family friends / college friends live in the area

Third paragraph:

- Once again, thank the interviewer for his/her time and consideration. If appropriate, close with a suggestion for further action (if a second interview is a possibility), or mention that you will follow up with a phone call in a few days. Provide your phone number and the hours you can best be reached.
- Proofread the letter before sending it

Sample Thank You Letter for a Career/Job Fair

Dear Mr. Barnett,

Thank you for taking the time to meet with me at the Career Forum at Kohl's Center today. I certainly appreciate your time and attention in the midst of so many students seeking jobs.

You were extremely thorough in explaining Aerial's customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am even more sure that I would be an asset to your team and to Aerial.

My solid education from UW-Madison School of Human Ecology Consumer Science Department and the fact that I have worked my way through college show a work ethic and determination, two qualities you said were important to success at Aerial.

I look forward to an opportunity to visit Aerial's Milwaukee office and speak to you further about the trainee program for the summer. I will contact you next week to arrange an appointment.

Thank you again for your time and consideration.

Sincerely,

Interview with an On-Campus Recruiter

Dear Ms. Stilwell:

Thank you so much for talking with me today about the position in fashion merchandising at Holbrook's. I was truly inspired by the energy and dedication to the company that you brought to our interview.

I am positive that I have what it takes to bring the same kind of energy and dedication to your company. As I mentioned, Holbrook's has been my first choice for fashion since before I was a pre-teen. I even bought the suit I wore to our interview at Holbrook's!

My education has equipped me for this job, and my enthusiasm will ensure my success. My internships with several local apparel stores have taught me a lot about meeting the needs of target market segments.

Again, Ms. Stilwell, I thank you most sincerely for your time, your energy, and the inspiration you gave me to launch my career at Holbrook's.

Sincerely,
Jane Oakley

General Thank You Letter Sample I

Dear Mr. Weatherby,

Thank you for taking the time to discuss the insurance broker position at Wisconsin Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that Wisconsin Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,
John Oakley

General Thank You Letter Sample II

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,
Your Signature
Your Typed Name

On-Site interview

Dear Name:

It was a pleasure finally meeting you, after our numerous emails and phone conversations, regarding the Advertising manager position. I truly enjoyed our conversation; hearing about Management Group, in general; learning more about the needs of the Sales Intelligence department, and being able to share some of the reasons why I am the most ideal candidate for the job.

I appreciated the tour of your facilities. They are quite impressive, and it would be a true joy to work in such beautiful surroundings. Thank you also for introducing me to several Sales Intelligence team members. They were all so kind and accommodating. Please let them know I appreciate how comfortable they made me feel. I agree it was a shame that Bob Brown, the actual person I'd be working for, was not in. I hope he is feeling better and have no problem coming back to meet with him, when it's convenient.

After talking with you, meeting the team and getting a better understanding of what is involved in the position, I am even more confident there can be no better a match. Don Doe showed me several recent projects and Betty Coop explained the process and gave me a look at the computer applications typically used. I am very familiar with the entire set-up, and have done work almost identical to the ones shown.

Currently, my schedule is flexible and knowing your urgency to fill the position, I would like to meet Mr. Brown at his earliest convenience. Please drop me an email or a quick call with date and time, and I'll be sure to arrange my schedule around it. Thank you again for your time; I look forward to hearing from you soon.

Best regards,

First Name, Last Name

Overcome objections thank you:

Dear Mrs. Mellish:

Thank you for the time you took to interview me for the seminar leader position.

After our interview, I'm convinced that I have the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in a personnel department. I want to stress, however, that I have participated significantly in the hiring process for my sorority and have a solid record of achievement in my human-resources classes.

As for your requirement for public-speaking experience, my having been leader of new-student orientation groups at my college for three years, along with outstanding grades in my public-speaking classes, qualify me nicely.

Finally, I have enclosed some writing samples to further demonstrate the third ingredient, my communications skills.

Thank you again, Mrs. Mellish, for this wonderful opportunity to interview for the seminar leader position. I promise you I won't let you down if you give me the chance to show what I can do. I eagerly await the next step in the process.

Sincerely,

Jane Oakley

Internship interview thank you:

Dear Mr./Ms. Last Name:

I appreciate you taking the time to speak to me about the internship position available at Jones Corporation. I am excited about the opportunity to intern with such a well-regarded organization.

The internship, as you presented it, seems to be an excellent match for my skills and interests. I am confident that my coursework in accounting will enable me to be a productive member of team. In addition to my enthusiasm, I will bring to the position a willingness to learn, both about the company and the accounting field.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you. If I can provide you with additional information, please let me know.

Thank you for your consideration.

Sincerely,

Your Signature

Your Typed Name