

Thank You Letters

Thank you letters are an essential part of the job search process. It is important to send a letter after each interview. Letters can also be sent to an employer after a significant phone conversation or after a brief networking meeting. Thank you letters are best sent by mail, however, a short note sent by email is acceptable in a short deadline situation.

Job seekers often overlook sending these letters, however, they can make a significant difference in the job search and provide you with an opportunity to reiterate important information discussed with an employer.

Applicant's Name and Address
Date of Letter

Employer's Name and Title (if available)
Name of Company/Organization
Employer's Address

Salutation:

Opening Paragraph:

Thank the employer for interviewing you or for speaking to you. Mention the position of interest and the date that you spoke with the employer. Reiterate your interest in working for the employer.

Middle Paragraph:

State your reasons for wanting to work for this particular employer and mention specific points that you discussed. Present your skills, experiences, interests and strengths as they relate to the needs of the company or organization but be brief.

Closing Paragraph:

Thank the employer for considering you as a candidate. Invite the employer to contact you for any follow up questions that may arise.

Sincerely,

Your signature

Your typed name

Sample Thank You Letter

John Smith
1234 Apple Lane
St. Louis, Missouri 63141
September 30, 2009

Jane Johnson
XYZ Employer
567 Birch Tree Avenue
St. Louis, Missouri 63118

Dear Ms. Johnson,

Thank you for taking the time to meet with me today to discuss the Market Research position. After discussing this position and your company in detail, I am even more confident that I have the experience, creativity and leadership ability to excel in this position.

The training program we discussed is excellent in that it provides employees with the ability to gain insight into all aspects of your company. This type of program is extremely valuable to someone in a cooperative education position because of the exposure that it provides to a variety of work tasks. I feel that I could be a contributing member to various teams in XYZ.

Thank you for considering me for the position. Please do not hesitate to contact me if you have any additional questions. I look forward to hearing from you.

Sincerely,

John Smith

John Smith

Career Education Office, located in the University Library, 314-529-9375
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