

Thank You Letter

Job-seekers, you must send a thank-you letter *right after* you've been on a job interview. At the very latest, send thank-you or follow-up letters by mail within 24 hours of an interview. You may even want to ensure that the interviewer has your thank-you letter in hand no later than end of the next day. What should be in a thank-you letter?

How to write a thank you letter: 5 tips

1. Begin your thank you letter by identifying the position and by thanking whoever interviewed you for taking time to interview you.
2. Refer to something you learned in the interview. Re-iterate your interest and how your capabilities match the job description.
3. Express how much you look forward to filling this new position and mention one or two aspects of the job you will especially enjoy.
4. Type your thank you letter in block or semi-block format, using three or four paragraphs, one page in length, and sign it by hand. The heading at the top should match your résumé and cover letter—usually your contact information. Put the date and name, title, and address of the person it goes to at the top left. The envelope should match the paper type just as with a cover letter.
5. Make sure your thank you letter is professional-looking; check it carefully for grammatical mistakes, typographical errors, and misspelled words.

Look at the sample letter on the next page.

Joan Oakley
7 Greenway Court
Eugene, OR 97401
503-555-0303

Mr. Archie Weatherby
Sunshine Elementary School
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby,

Thank you for taking the time to discuss the fourth grade teaching position at Sunshine Elementary School with me. After meeting with you and learning more about the student body of Sunshine, I am further convinced that my background and skills coincide well with your needs.

I really appreciate your taking so much time to acquaint me with the school, the staff, and your high standards. It is no wonder that Sunshine Elementary retains its teachers for so long. I would certainly enjoy serving the children along with you and your staff.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Joan Oakley