

Thank You Letters

Interviewing Handout # 13

Checklist

- Write the interview Thank You Letter the same day or on the next business day
- Write a Thank You Letter to each person you interviewed with
- Keep the Thank You Letter brief... as short as one-half page

Contents for writing a Thank You Letter for a job interview:

- Thank the employer for their time during the interview
- Reinforce the match between you and the job
- Emphasize your specific knowledge, skills and experience
- Add anything that you forgot to mention in the interview
- Reinforce any values related by the interviewer that you possess
- Invite the employer to contact you for more information if necessary
- Close on a positive note
 - Express interest in the job
 - Mention that you are looking forward to the employer's positive decision

Additional Key Points to Check For:

- Contact information – Include your name, address and phone number
- Be sure to spell all names correctly
- Use 12-point, easily readable font (Arial, Times New Roman)
- Sign your first and last name – **so the interviewer can read it**
- Do not e-mail the note unless you are asked to only contact them by e-mail
- Proofread the note carefully... and then have someone else proofread it
- The note paper should match your resume and the envelope