

SAMPLE THANK-YOU LETTER

WHY WRITE A THANK-YOU LETTER

A thank-you letter shows thoughtfulness, a characteristic many employers value. Since so few people write a thank-you note, someone who writes one will be remembered. It will give that person an edge over other interviewees who do not write letters.

WHEN TO WRITE A THANK-YOU LETTER

Write a letter after receiving information, advice, or a referral from a contact. Write a letter immediately after interviewing for a job. The letter should be written within 24 hours of the interview. If you know the organization will be making a hiring decision right away, then send your thank-you letter as an e-mail.

LETTER TIPS

Type the letter to make it look more professional and to show that you know how to format business letters. If there were others in the organization who assisted with your interview arrangements, then you might send them a handwritten note.

Thank employers for their time and express your continued interest in the organization. Do not write a long letter. The letter should be short and to the point.

123 Cypress Drive
Northport, AL 35473
205-348-5848

October 15, 2014

Mr. Chris Cohen
Human Resources Director
HG Consultants
1212 Old Pike Road
Birmingham, AL 35222

Dear Mr. Cohen:

Thank you for the opportunity to interview yesterday for the systems analyst position. I enjoyed meeting with you and learning more about HG Consultants. You have a creative staff and an impressive history.

Your organization appears to be growing in a direction that parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impression of HG Consultants, and I want to reiterate my strong interest in working for you. My prior experience in evaluating proposed systems, along with my training in communication, will enable me to progress steadily through your training program and become a productive member of your team.

Again, thank you for your consideration. If you need additional information, please feel free to contact me by phone or through e-mail at polina.petrovic@gmail.com.

Sincerely,

Polina Petrovic

Polina Petrovic