



Thank You Letter Guidelines

A thank you letter to the interviewer after an interview is absolutely critical. Writing a letter will make you stand out from other job applicants. Even if you are not sure you want the position, follow up with appropriate correspondence; you never know when one contact will help you with another!

A thank you letter should:

- Be brief
- Be timely (within 48 hours may help an undecided interviewer turn your way)
- Thank the interviewer and/or interview panel for time spent.
- Re-emphasize specific skills/abilities relevant to the position, and any positive aspects of the interview.

First Paragraph (Thank you and Recap of Conversation)- a one sentence thank you and reminder of where/when interview took place. Mention a positive aspect of conversation (Show you were paying attention and refresh their memory).

Second Paragraph (Contribute/Soft Sell)- Show understanding of recruiter's situation, needs of company/position. Summarize your salient strengths and what you have to offer to the company.

Closing Paragraph (Interest and Final Thanks)- Reaffirm your interest in the position and final thanks.