

Thank You Letters

Thank you letters are *prompt*, personal replies to express your appreciation for an interview and to reiterate your interest in and qualifications for the position for which you interviewed. Sending a thank you letter leaves a positive impression and can sometimes be the deciding factor as to who gets offered the position. It is important **to send a thank you to each of the individuals you interviewed with within 1-2 days following the interview.**

If you decide you are no longer interested in the position, it is still common courtesy to send a thank you note as it reflects your professionalism. It also keeps the door open if you should become interested in the organization sometime in the future or if the person you met with knows of another opportunity that might interest you.

Here are some guidelines and suggestions for thank you letters:

- Choose one of the following methods for your thank you letter:
 - use a card and hand write your message
 - use simple white paper
 - use the same paper that your resume was printed on and type it
- The letter should be concise and in a business format
- Show genuineness and professionalism in your message
- Try to personalize your letter while maintaining professionalism

OPENING PARAGRAPH:

- Show your appreciation for the opportunity to interview
- Make a specific reference to the position

MIDDLE PARAGRAPH(S):

- Reiterate your interest in the job/internship and remind the interviewer of your key competencies that match the position.
- Express confidence in your abilities and stress the “fit”.

CLOSING PARAGRAPH:

- Restate your gratitude, clarify method of follow-up (i.e. “I look forward to hearing from you soon” or “I will call you on Friday regarding your decision”), and close on a positive note.

SAMPLE THANK YOU LETTER

4444 4th Avenue South
St. Cloud, MN 44444
(320)555-4444
(date)

Ms. Patti Swanson
Sales Manager
Target Corporation
555 5th Avenue South
St. Cloud, MN 55555

Dear Ms. Swanson:

Thank you for meeting with me yesterday to share details about the Assistant Buyer position at Target.

After talking with you and your staff, I am eager to reaffirm my interest in the position and in a company that supports the local community. I am confident that my familiarity with the product line and considerable retail sales experience would prove to be an asset to your department.

I look forward to hearing from you soon regarding your final decision.

Sincerely,

(signature)

Karen Anderson