



Figure 1 The Writing Center and Academic Resource Center logo

POST- INTERVIEW THANK YOU LETTER

A post-interview *thank you letter* is a formally written greeting that follows an interview in order to show appreciation and interest for your desired employer.

After your interview, it is important to send this letter to the person you were interviewed by to follow up. You want to stay in their minds as the person for the job.



Figure 2 "Thank you" written in sticky notes backwards

When do I send it?

- Send this letter or note within 24 hours. You want their memory of you fresh in their minds. If time is of the essence, it might be appropriate to send an email thank you or make a phone call.
- Make it as specific and personalized as possible. They want to know you care about the position desired, so spend the time to show your gratitude.

Format:

1. Start with your name at the top.
2. Date your letter.
3. Fill in your employer's information and company address.
4. Begin your greeting. (i.e. Dear Ms. Tat)

5. Unlike your resume, your thank you letter is personal. Use “I” statements.
6. Thank your interviewer for the interview, by restating the position you interviewed for.
7. Remind them of a topic that was brought up during the interview, and your interest regarding this.
8. Restate your qualifications and why you are the best candidate. Avoid adjectives that are qualitative or unclear, like, “good”, “great”.
9. Avoid fancy and colorful graphics, unless it is required for the position.
10. Add that you can supply additional information if needed, providing a contact number or email.

Ima Kneidajob
1234 Fifth Avenue
New Wilmington, PA 16172
724-555-1212

August 8, 2010

Ms. Penelope Smith
Human Resource Director
Child Development Center
123 Hopkins Boulevard
New Castle, PA 16105

Dear Ms. Smith:

Thank you for the opportunity to interview with you yesterday afternoon. I am very interested in the Case Worker position you described.

My education and psychology classes, internship, summer jobs, and community service work at the Women’s Shelter have prepared me well for a caseworker’s position. I am especially interested in the group therapy program you mentioned. I would welcome the opportunity to contribute to that effort.

I enjoyed meeting you and your staff and look forward to hearing from you soon. If I can provide any additional information, please contact me at (724) 555-1212 or at seekerjl@westminster.edu. Thank you again for your time and consideration.

Sincerely,

(Your handwritten signature)

Ima Kneidajob

This handout is based on the following online text: Doyle, Allison. *Thank you Letters; Writing Thank you Letters*. About.com Guide. Web. 15 January 2013.

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Exercise:

Imagine you have just come from an interview with Advance Communications. Follow the format for Thank you letters and address it to Ms. J. Samson. Create a fictional address for the company. You can use the space below or an additional piece of paper.