

Interview Thank-You Letter Template

Your Address
City, State, Zip
Phone/Email (Optional)

Date

Mr./Mrs. _____
Job Title
Company Name
Address
City, State, Zip

Dear Mr./Mrs. _____,

1st paragraph:

Use this paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

2nd paragraph:

This paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications. This should be a BRIEF sales pitch!

3rd Paragraph (optional):

This paragraph can be used to mention anything relevant to the position that you didn't bring up at the interview that you'd like the employer to know.

Say thank you again for taking the time out of their busy schedule, offer more information if required, and say you're looking forward to hearing from them soon. Add your contact information again including your phone number and email address.

Sincerely,

(Leave 4 spaces)

Your signature in blue or black ink

Your typed name