



## OVERVIEW

- » You should send a thank you letter after any professional contact has been made. Whether you are writing to express your appreciation for being given a job interview or an informational interview, a thank you letter is essential in your job search.
- » A thank you email may be preferred to ensure your note is received quickly while hiring decisions are being made. Thank you notes should be brief and personalized. Employers tell us they not only appreciate a well-crafted and sincere thank you; they often expect one.
- » A good letter sets you apart from the other candidates and can influence a hiring decision in your favor.

500 El Camino Real, Mail Box 1042  
Santa Clara. CA 95053

sample

Express your appreciation for the time and consideration given to you by the interviewer.

January 5, 20XX

Ms. Patricia Smith  
Editor  
PC Publication  
110 Main Street  
Nashua, OH 03061

Restate ideas or examples you shared in the interview that were well received. This helps the interviewer remember you.

Dear Ms. Smith:

I want to thank you for interviewing me yesterday for the Assistant Editor position. I enjoyed meeting you and learning more exciting information about your organization.

My enthusiasm for the position and my interest in working for PC Publication were strengthened as a result of our meeting. I am confident that my education and experience, especially my year as editor of Santa Clara University's literary magazine, *The Santa Clara Review*, fit nicely with the job requirements. I have also worked with the Society of Women Engineers to put together a quarterly newsletter that goes out to engineering alumni and current students.

Reiterate your interest in the position. Tell them specifically what impressed you about the position and organization.

I would like to reiterate my strong interest in the position and in working with you. The Assistant Editor position is the ideal opportunity that I seek. Please feel free to call me at (925) 123-4567 if I can provide you with any additional information. Otherwise, I will call you on Friday to check on the status of the search.

Again, thank you for the interview and consideration.

Sincerely,

(Your signature)

Tamara Joyner

Remember that your letter is additional evidence of your communication and writing ability.