NORTHERN ILLINOIS UNIVERSITY
Career Services
Division of Student Affairs & Enrollment Management

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The Post-Interview Thank You Letter

Your Name
Street Address
City, State Zip Code
Phone Number
E-Mail Address

Today's Date

Ms. Chris Smith
Her Job Title
Name of Employer
Street Address
City, State Zip Code

Dear Ms. Smith:

Your opening paragraph should thank the interviewer for his or her time without apologizing for taking that time. Mention the interview date and location to refresh the interviewer's memory.

In the second paragraph, emphasize one or two of your strengths that are particularly relevant to the job or were stressed by the interviewer. State any information that you may have forgotten to bring up in the interview and address any issues that you feel need further clarification or elaboration.

Close the letter by restating your interest in the position. This lets the interviewer know you are genuinely interested in a position with his or her firm.

Sincerely,

Your Name