



Teachers College Columbia University
Career Services

Thank You Letter Writing Tip Sheet

Writing a thank you letter after a job interview is a must. In fact, some employers think less of those interviewees who fail to follow-up promptly.

Purpose of writing a thank you letter is to:

- Show appreciation for the employer's interest in you
- Reiterate your interest in the position and in the organization
- Review or remind the employer about your qualifications for the position

Thank You Letter Tips

- Email or mail are acceptable ways of corresponding – take the employer's culture and hiring decision making time-frame into account when making this determination
- Do not send the same thank you letter to multiple people. You need to write a separate thank you letter to each individual you meet
- Verify names and employers when sending multiple letters. Highlight within your letter something you appreciated during the interview
- Send as soon as possible, preferably within 24 hours of the interview. If sending via email, your letter should arrive by the next business day
- Keep it simple and focused

Formatting

- Single space and leave space between each paragraph
- Left justify and use a plain font such as Times New Roman (recommended) or Arial
- Font size should be between 11 and 12 points

Thank You Letter Outline

- *First paragraph:* thank the employer for taking the time to interview you and mention something specific you learned and/or appreciated about the interview process
- *Second paragraph:* include the reasons why you are a strong candidate for the position, list specific skills that relate to the job
- *Closing paragraph:* reiterate your appreciation for being considered for the job and let the employer know you are looking forward to hearing from them soon

SAMPLE THANK YOU LETTER

Annie Gracious
22 River Drive Ardsley, NY 10603
212.678.3140 ▪ careerservices@tc.edu

June 12, 2011

Carol Chandler
Vice President
Save the Children
1773 Post Road
Port Chester, NY 10832

Dear Ms. Chandler:

Thank you for the opportunity to interview for the Program Manager position at Save the Children. I enjoyed meeting with you and your colleagues as well as learning more about your organization's diverse activities and programs.

I am confident that my previous experience working in the not-for-profit sector combined with my educational background would provide for a smooth transition with your team. In addition to my enthusiasm for performing well, I would bring administrative and creative talents essential for this position. I am excited at the prospect of having the opportunity to further pursue my passion working with Save the Children's population.

The interview reaffirmed my interests in working at Save the Children and I look forward to hearing from you soon. Thank you again for your time and consideration. If you have additional questions, please do not hesitate to contact me at careerservices@tc.edu or 212.678.3140.

Sincerely,

[Signature here]

Annie Gracious