

# Writing Thank You Letters

Sales Consultants & Management Recruiters of Honolulu  
An affiliate of MRI Network  
www.mrihonolulu.com  
(808) 533-3282

Tips for sending your follow-up letter:

- \* Send out your thank-you letters no later than 24 hours after your interview has ended.
- \* Always keep your audience in mind. Address the issues and the concerns that were mentioned during the interview.
- \* Use the thank-you letter as a follow-up "sales" letter, in which you restate your reasons for wanting the position and remind the interviewer why you're qualified.
- \* Mention anything of importance that your interviewer might've neglected to ask in person.  
If you're only writing a few sentences, send a handwritten note. Otherwise, send a typed, formatted letter (see sample letters below).
- \* Thank everyone who contributed to your job search.
- \* If you decide after the interview that you don't want the job after all, write a respectful note withdrawing your application.
- \* Choose your words carefully when using email. Email creates an instant written record, so don't let the speed and the ease of sending it blind you to the fact that you will be judged on what you've said and how you've said it.

The next two pages contain two different examples of the kind of thank you letters you should write and mail immediately after you complete the interview process

## **Sample Thank You Letter #1**

Sales Consultants & Management Recruiters of Honolulu  
An affiliate of MRI Network  
[www.mrihonolulu.com](http://www.mrihonolulu.com)  
(808) 533-3282

December 1, 2000

Mr. Important Business  
Human Resources Manager  
XYZ Company  
111 Employment Way  
Anytown, MN 55555

To Mr. Business:

Thank you for the opportunity to discuss the operations manager position with you this morning. Our conversation gave me a better understanding of both XYZ Company and the requirements of the job.

The additional information from Max and Kathryn was helpful in gaining a better perspective of the position. I am confident that my strong operations and managerial skills will make a positive contribution to XYZ Company. I am proficient in all the computer software packages you use, and I possess the P&L experience you desire.

I enjoyed meeting the office staff and touring the facility. This is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork. I would consider it a privilege to join your team, and I look forward to hearing from you. Again, thank you for your time and consideration.

Sincerely,

Amy Applicant

## **Sample Thank You Letter #2**

Sales Consultants & Management Recruiters of Honolulu  
An affiliate of MRI Network  
www.mrihonolulu.com  
(808) 533-3282

December 1, 2000

Mrs. Important Business  
Human Resources Manager  
ABC Company  
111 Employment Way  
Anytown, MN 55555

Dear Mrs. Business:

I would like to thank you for your hospitality during my visit to XYZ Company. I found my discussion with you to be both enlightening and encouraging.

I am confident that I am an excellent candidate for the Quality Assurance Auditor position at XYZ. My diverse accounting background, along with my broad-based experience in the automotive industry, will allow me successfully to make a positive contribution to your team.

I am excited about the position, and I look forward to the possibility of working with you and your team if given the opportunity.

Thank you again for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,

Alex Applicant