

# Thank You Letter

A thank you letter can be sent at any point in the internship and job search process when someone has been helpful to you. However, they are most commonly used to thank an employer after an interview. This is an opportunity to reiterate your interest in the position as well as the qualifications and skills you bring to the position. It is important to send a thank you note to the interviewer within a day of the interview. In addition to expressing your appreciation for their time and your interest in the position, the thank you letter is also an additional marketing tool for you. You are providing one more chance for the employer to review how you can contribute to the organization.

The following is an example of a Thank You Letter:

1536 14<sup>th</sup> Avenue  
Greeley, CO 80639

August 30, 20XX

Mr. Bill Aven  
Math Instructor  
Windsor High School  
1100 West Main Street  
Windsor, CO 80550

Dear Mr. Aven:

Thank you for taking the time to meet with me at Teacher Employment Days. I enjoyed our discussion about the Algebra and Geometry Instructor position, as well as about what Windsor High has to offer its teachers, students, and staff members.

After meeting with you, I feel confident that I meet the qualifications for the Algebra and Geometry Instructor position. I also possess strong skills and qualities desired in the teaching field, as well as have a genuine passion for teaching. I have been interested in a teaching position with Windsor High for quite some time now and really enjoyed meeting with you. I am enthusiastic about this opportunity to serve as a Mathematics instructor at Windsor High.

Again, thank you for the opportunity to meet with you. I look forward to hearing from you soon.

Sincerely,

Maureen Johnson