Sample Thank-You Letter

-- Template --

Your Name
Address
City, State, Zip
Telephone

Date

Mr./Ms./ Mrs. Name of Contact
Position Title
Company Name
Company's Address
City, State Zip Code

Dear M_. (last name of contact person):

First Paragraph: Thank the contact for the interview, tour, information, etc. Mention when exactly the even occurred. Express your continued interest in the company.

Second Paragraph: Highlight the interview or conversation. Use this space to touch on any points you feel did not get covered well enough in the interview. Show you were listening by restating some points the interviewer made. If it was a plant or office visit, then tell the contact what impressed you about the firm.

Third Paragraph: Close gracefully. Let the contact know that you are looking forward to hearing from them (if that is appropriate). Again, thank the contact for their time.

Sincerely,

Your name typed under your signature

-- Thank You Letter Example –

September 15, 000

Robert B. Blake
Manager
Joe's Industries
1234 Island Lane
Somewhere, CA 99999

Dear Mr. Blake;
Thank you for the opportunity to interview today for the Financial Analyst position . I enjoyed meeting you and learning more about Joe's Industries. You have a friendly staff and your approach to management is refreshing.

Your organization appears to be expanding in a direction which parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impressions of Joe's Industries, and I want to reiterate my interest in working for you. My prior experience in financial analysis and forecasting along with my ability to communicate clearly would enable me to be a productive member of your financial team.

Again, thank you for your consideration. If you need any additional information please do not hesitate to contact me.

Yours truly,

June July