

Job Interview Thank You Letter Sample

 jobsearch.about.com/od/thankyouletters/a/blthank.htm

By Alison Doyle

The following is an example of a thank you letter to send to follow up after a job interview.

If time permits, mailing a letter always makes a good impression. However, an [email thank you message](#) works when an employer is making an immediate hiring decision.

Sample Job Interview Thank You Letter

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms.

Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature (*hard copy letter*)

Your Typed Name

What Else You Should Know: [What to Include in an Interview Follow-Up Email](#)

Please Note: This sample is provided for guidance only. The provided information, including samples and examples, is not guaranteed for accuracy or legality. Letters and other correspondence should be edited to fit your personal situation.