

# What is an Interview Thank-You Letter?

After an interview it is important to send a **thank-you letter** to each interviewer. The letter can help you get hired by giving you one more chance to tell the interviewer why you are the best candidate.

It gives you another chance to mention your skills and qualifications that match the position.

Sending a thank-you letter helps you stand out from the crowd.

It shows the interviewer your strong interest in working for their company and your good manners.

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## Types of Thank-You Letters

### 1. Hand Written Card

- A personal touch, which can help you stand out. In today's computer age, everyone likes to get a hand-written thank-you note.
- Practice writing what you want to say on a scrap piece of paper first and later transfer what you've written to a blank note card.
- Can be written right after your interview and left with the receptionist or can be hand delivered later.

### 2. Business Style Letter

- A better choice if you do not have neat hand-writing.
- Choose good quality stationery that is simple and professional.
- Use business letter format.
- Keep the contact information consistent. Use the same format and font as on your resume.
- Be sure to sign the letter.
- Hand-deliver within 24 hours of the interview to help you stand out.
- If you can't hand-deliver the letter, you can fax, mail or e-mail it.

### 3. E-mail

- Less formal – should be used if you know the employer will make a decision very quickly.
- Make sure you collect the e-mail addresses before leaving the company.

## What to Include in the Letter:

### 1st Paragraph:

Thank the interviewer for the chance to be interviewed. Name the position and the date of your interview.

### 2nd Paragraph:

Remind the interviewer of any important information that makes you the best person for the job.

### 3rd Paragraph:

Tell the employer that you are interested in joining the company. Let them know you are available for more interviews, if needed. Advise the employer that you will be in touch to ask about the status of your application.

# Sample Interview Thank-You Letter

## John Work

111 Main Street South  
Anywhere, Ontario A1C 2D3

905-111-2222  
johnwork@e-mailaccount.ca

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June 14, 2009

Attention: Susan Hires, HR Manager

ABC Company  
123 New Job Way  
Anywhere, Ontario  
A1B 2C3

Dear Ms. Hires:

Thank you for meeting with me on June 13, 2009, to discuss the Assembler position available at ABC Manufacturing.

As I mentioned in the interview, I have 12 years' experience assembling parts in the automotive industry. I am able to work well in a fast paced environment while paying attention to detail. I recently completed WHMIS training and have also been a member of two Health and Safety committees at previous workplaces.

With my related experience and my ability to learn new things, I know I will be a great addition to your team. I look forward to hearing from you to discuss the next steps in the hiring process.

Yours sincerely,

*John Work*

John Work