

# Thank You Letters

Career & Internship Services

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UNIVERSITY OF MINNESOTA

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## Thank You Letter Outline

Your full address

City, State Zip

Today's Date

Name of Employer

Title of Employer

Organization name

Complete Address

Dear Mr./Ms. \_\_\_\_\_:

### Introductory Paragraph

Thank the interviewer or group of interviewers, expressing appreciation for the courtesy and consideration extended to you. State the position for which you were interviewed, and the date of the interview.

### Second Paragraph

Reaffirm your interest in the position. Mention anything that you feel is important that you may have forgotten in the initial interview. Take this opportunity to make up for questions inadequately answered during the course of the interview. If you sense that they have concern about a lacking qualification, you can take an opportunity to address this weakness.

### Closing Paragraph

Show willingness to provide any additional clarifying data or information, submit any further information you may want to add to your application. Close with a suggestion for further action or that you will be available for additional interviews at the interviewer's request.

Sincerely,

Your Signature

Your Full Name Typed

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## Thank You Letter Sample

1315 Cool Place Apt #2  
Saint Paul, MN 55108

May 18, 2015

Mr. Edward James  
Director of Operations  
City of Eden  
15000 Great Job Road  
Eden, MN 55555

Dear Mr. James,

Thank you so much for taking time to interview me for the Forestry Internship position. I really enjoyed meeting you and learning about the Forestry Department within the City of Eden. After our interview, I am even more confident that my skills and experiences would be an asset to your department.

I believe that my studies in Forestry and my extensive research in entomology and plant pathology make me an excellent fit for the position. I was especially excited to hear you say that the work environment in your department is very team oriented. I enjoy working with groups and feel that I have the communication skills and team focused personality that would be a great fit for this type of environment.

Once again, thank you for taking the time to interview me; I am excited about the possibility of working with the City of Eden. If you have any further questions about my background or qualifications, please feel free to contact me at 651-222-3333 or via e-mail at [daniels@umn.edu](mailto:daniels@umn.edu). Thank you for your time and consideration.

Sincerely,

*Jessica Daniels*

Jessica Daniels

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## Thank You Letter Tips & Facts

- Include a few specifics from your interview, but keep the letter brief, no more than one page is necessary.
  - Be sure to proof read the document carefully before you send it.
  - 89% of employers report that an email thank you note is acceptable, with about half of them reporting that they prefer an email thank you note to hard copy.
  - 22% of hiring managers say they are less likely to hire a candidate if the person fails to send a thank you note. Statistics Source: Careerbuilder.com Survey 2011
  - Email is a good option if employers plan to make a decision quickly or high computer usage occupations such as graphic design.
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