

## **Thank You Letter Template - Simple**

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:

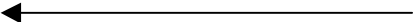
Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

**Optional:** The third paragraph can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,  **1 line**

*Sign your name in the center*  **4 lines**

Your Typed Name  **4 lines**

Enclosures: (1) References

## **Business Letter Format (Block)**

**1-inch margins on all sides**

**Justify all text to the left margin**

**12 pt. font; Times New Roman or Arial**

**Thank You Letter Sent After Your Interview - Simple**

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:

Thank you for taking the time to meet with me this past Tuesday. After speaking with you and learning more about Blank, Blank, I am even more enthusiastic about the possibility of working with your company. I particularly enjoyed the tour of the shop and watching Mr. Smith, the master mechanic you introduced me to, replace the brakes on the Volvo S70.

If I can provide you with any additional information, please do not hesitate to contact me. I look forward to hearing from you.

For your convenience, I've enclosed my list of professional references.

Sincerely,

*/Your Name Signed/*

Your Name Typed

Enclosure: (1) References

## **Michael M. Smith**

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### **References**

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