



INTERVIEW THANK-YOU LETTERS

A follow-up thank you letter after your interview demonstrates that you have good manners. Sending a hard copy of this letter is most formal, but using an email message is acceptable. If the company is making a quick hiring decision you want one last chance to make a good impression and an email thank you will do just that.

How to write the Thank You Letter:

1. **Within two days after the interview send the letter or email**
2. **Use business letter format.**
3. **Say the words “thank you” in the letter... (for their time, tour of the facility, explanation of the company, the position, etc.)**
4. **State the position you interviewed for.**
5. **Highlight just one or two of your skills or explain something that you didn't have a chance to mention in the interview.**
6. **Express enthusiasm and your interest in obtaining the position.**
7. **Keep it “short and sweet.”**

SAMPLE THANK YOU LETTER

7 Apple Court
Eugene, OR 97401
503-555-0303

Mr. Archie Weatherby
California Investments, Inc.
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby,

Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that California Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley