



Thank-you Letters

A thank you note written within 24 hours of an interview is an effective way to enhance the job search process. Thank you letters may also be used for thanking those people who have helped with informational interviews and have assisted with the job search. Several types of follow-up responses exist. For example, you may hand write, type or e-mail your thank you letter. If you choose to personalize your correspondence, thank you note cards with matching envelopes are appropriate as long as you select a simple card without cute graphics and sayings. If the impression you receive from the employer seems more formal, then typed letters would be more appropriate. If you are interviewing with a high-tech company, the interviewer may expect your response electronically. Also, if you sense during the interview that the interviewer prefers electronic correspondence, e-mailing would be appropriate. Lastly, if the employer is making a hiring decision quickly, it would be advisable to send your thank you letter electronically and possibly follow up with a hard copy in the mail.

Paragraph One:

- Relay your appreciation and thankfulness for the interview.
- State the particulars of the interview
 - Where the interview took place
 - Date the interview occurred
 - What position you interviewed for

Paragraph Two:

- Restate your interest in the position.
- A sentence on what “peaked” your interest in the position would be beneficial.
- Include a brief description on how your education and experience matches the position for which you interviewed.

Paragraph Three:

- Include anything that you feel would help you get the job.
- If you talked about something in the interview (paper you wrote, article you referenced, etc.) include it.

Paragraph Four:

- State your willingness to provide additional information about your education and experience.
- End the letter with a statement about how you look forward to meeting with them, or working for them in the near future.

Signature:

- Sign your name
- Type your name out underneath your signed name

222 University Blvd.
St. Louis, MO 63108

Your return address

December 7, 2008

Date of letter

Ms. Kathleen Johnson
Program Coordinator
BJC Hospice
3040 Clayton
St. Louis, MO 63101

Name, title and address

Dear Ms. Johnson:

Salutation

Thank you for taking the time to meet with me on Thursday, December 6 to discuss the Proposal Writer position at BJC Hospital. Please extend my gratitude to your entire staff who were not only very informative but also made me feel relaxed and at home during the interview.

After meeting with you and touring your center, I was struck by the commitment and professionalism exhibited by your staff. I am now even more convinced that my education, experience, and skills are well suited for the Proposal Writer position. While the hospital environment can be challenging, I would welcome the opportunity to become an integral part of your staff.

I look forward to hearing from you regarding your hiring decision. Should you have any additional questions regarding my qualifications or require any additional information, feel free to contact me at (314) 555-1234. Once again, thank you for your time and consideration.

Sincerely,

Closing

Lydia Engel

Don't forget your signature

John Smith

Type your name