



Thank You Letter Writing

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Writing a Thank You Letter

After an interview for a job or internship, be sure to follow up with the employer to thank him or her! This is the finishing touch for an interview.

Thank you letters have traditionally been sent via mail, but many people now use thank you emails. You can send a formal typed thank you letter (most formal), a handwritten note (less formal), or an email (least formal). Gauge the situation after your interview to decide what level of formality seems most appropriate.

When composing a thank you letter, use proper greetings, spacing, language, grammar, spelling, punctuation, etc. Thank you letters are normally fairly short. Be sure to focus on thanking the employer for his or her time and expressing your enthusiasm and excitement about the organization and the job or internship position. This is also the opportunity to mention anything you may have forgotten to say during the interview or if there is something you want to highlight, the thank you letter is the time to do so.

If you meet with more than one person during an interview, it would be important to send a thank you to each individual person that you meet. However, if you do not have individual names, be sure to ask the main contact to share your thanks with their colleagues.

Below is a basic sample text for a formal typed thank you letter. Include additional information that is personalized to the meeting that you had. If you have met with an employer in another context (informational interview, job shadowing, etc.), you should still send a thank you note, but be sure to adjust your message accordingly.

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Use the same heading from
resume and cover letter on thank
you letter to keep all documents
uniform and professional.

July 3, 2017

ABC Company
Mr. Jack Kauffman
123 Lincoln Street
Carlisle, PA 17013

Dear Mr. Kauffman:

Thank you for meeting with me recently on Monday, July 3, 2017. Our meeting was informative and your time was greatly appreciated. It was exciting to learn more about ABC Company and the Marketing Associate position.

After our conversation, I feel that my experience and skills would be a good match for this opportunity, and I am very optimistic about the possibility of joining your wonderful organization. Your staff seem personable and professional and it would be an honor to join your team.

I appreciate you sharing more information about the duties and goals of the position. In particular, the opportunity to develop an online newsletter and blog for prospective clients. I am creative in developing new documents and consider myself to be a good writer because I can connect with readers. I would look forward to building the ABC Company brand with your team and hope to be given the opportunity to do so.

I look forward to hearing from you. If you have questions for me or need additional information, please do not hesitate to contact me.

Sincerely,

Rhonda A. Haccstudent

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