

## Thank You Letter

A well-written and timely follow-up letter is a great way to make a positive and lasting impression and show your genuine interest in the position. It could also be perceived as a positive example of your professionalism and writing skills.

- ▶ Send the letter as soon as possible. This allows you to convey a sense of urgency and a high interest level in the opportunity. Ideally, your letter should go out the next day.
- ▶ Be as brief as possible. It shows respect for other's time.
- ▶ Make the determination if email OR hard copy is appropriate based on company culture and timing.
- ▶ The body of the letter should address four main points:
  1. **Thank them for their time.**
  2. **Express interest and enthusiasm toward the company and position.**
  3. **Highlight experiences/accomplishments that amplify your qualifications, using the manager's own words from the interview.**
  4. **Ask for the next interview/step in the process.**

### **SAMPLE FOLLOW-UP/THANK-YOU LETTER**

Date

Mr. John Smith  
Vice President  
XYZ Company  
1234 South Street  
Anywhere, OH 12345

Dear Mr. Smith:

I appreciate the time spent with you discussing XYZ Company and the \_\_\_\_\_ position. It was a pleasure meeting with you, \_\_\_\_\_, and \_\_\_\_\_. I feel my qualifications and skill set in \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ reflect those necessary to be successful at XYZ Company.

At ABC Corporation, I successfully installed a state-of-the-art \_\_\_\_\_ system on time and under budget, as well as managed a staff of up to 15 professionals and clerks. I am confident that I have the experience and drive to successfully manage the \_\_\_\_\_ Department.

I feel an even greater excitement level about the opportunity because it will allow me to attain my goals of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

I look forward to our next meeting to discuss this opportunity in greater detail.

Sincerely,

Michael Brown