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