

Sample Thank-You Letter

In job hunting, as in all contact with other people, it is a basic courtesy to thank those who help us along the way.

After an interview, your thank-you letter can improve the prospective employer's interest in you and could be a deciding factor in their decision to hire you. Your letter should be sent immediately after the interview to the person or persons with whom you spoke. It should be brief, to the point and should thank the interviewer(s) for their time. You also should state again your ability and eagerness to do the job. This can encourage the interviewer to review your qualifications and decide in your favor. Your last point in the thank-you letter should be to tell the interviewer you want the job. For example:

2 Icandoit Drive
Anytown, US 55555
August 14, 2002

Mr. Big Boss, Human Resources Director
Opportunity Knocks, Inc.
1000 Future Road
Bigtime, TN 11111

Dear Mr. Boss,

Thank you for your time in talking with me today about your Administrative Assistant position. The information you shared with me about the job confirmed my belief that my college training, my extensive work experience and my customer service skills will allow me to perform the duties you described and make me a valued employee for Opportunity Knocks.

Thank you for considering me for this position. I look forward to hearing from you at your earliest convenience.

Sincerely,

(DON'T FORGET TO SIGN IT!!)

Abby S. Hopeful