

THANK YOU LETTER SAMPLE

Date

(Use specific individual's name)

Company Name

Address

Address

Dear _____:

First paragraph. Thank the interviewer for meeting with you! Express your enthusiasm about the possibility of employment with the organization.

Second paragraph. Reiterate your qualifications for the job and clearly indicate that based on the interview you continue to be very interested in the position. Include any skills you forgot to mention during your interview. Emphasize a particular skill or accomplishment that would make you an asset as an employee.

Closing paragraph. Briefly thank the interviewer again for consideration. Express confidence in your ability to perform well in the organization. Invite the interviewer to contact you if he/she has any questions. Indicate that you look forward to the next communication.

Sincerely,

Your name