



THANK YOU LETTERS

You should always send thank you letters to anyone involved in your job search, including contacts who gave you helpful advice, individuals with whom you conducted informational interviews, and of course, employers who interviewed you for a position. The main purpose of the thank you letter sent after an interview is to show the interviewer that you are a professional who can follow through and to reiterate your interest in the position. Send letters within 24 hours to everyone who interviewed you. Your letters can be sent via email or printed and mailed on the same paper as your resume and cover letter. While your letter should be short (about 2-3 paragraphs), you should utilize it as a last opportunity to highlight your interest and qualifications or to mention something you overlooked during the interview. You should send a separate letter to each person who interviewed you. Try to make each letter a little different and tailored to the conversation you had with that person.

PROOFREAD EACH LETTER VERY CAREFULLY. You don't want to leave a lasting bad impression with typos or mistakes!

THANK YOU LETTER TEMPLATE

Your Street Address
City, State Zip Code
Phone Number

Today's Date

Contact First and Last Name
Title
Company Name
Street Address
City, State Zip Code

NOTE: This heading would not be required if sending the letter via email.

Dear Mr./Ms. Last Name of Contact:

Your **opening paragraph** should immediately convey your thanks for the interview. Mention the day and date of the interview and the position title for which you interviewed. Make sure you let them know how much you enjoyed it and how helpful they were.

Your **middle paragraph** should state your increased interest in the position, why you are convinced that this is the right position for you, and that you are the right person for the position. If you felt there were points you were unable to make and in retrospect wish you had, mention them. Also use this space to say something specific to the interviewer about the interview itself. For example, comment on some specific information he/she shared with you which you hadn't known previously or that was particularly interesting or appealing. **Say something substantive.**

In your **closing paragraph** thank him/her one more time for the interview and offer to supply him/her with any additional information.

Sincerely,

Your Name (NOTE: use the same name that is on your resume and email address – be consistent!)

**SAMPLE THANK YOU LETTER
DO NOT COPY!!!**

215 Lexington Avenue
New York, NY 10016
917-326-1234
Farah.student@yu.edu

December 11, 2007

David Smith
President
Smith Foundation
1234 Broadway, Suite 750
New York, NY 10025

Dear Mr. Smith:

Thank you so much for taking the time to meet with me yesterday, December 10, to discuss the position of Program Assistant. It was a pleasure meeting you and learning more about the valuable work of the Smith Foundation. I was very impressed by your dedication and drive and would welcome the opportunity to join the growing Smith Foundation team as it works to bring an end to poverty.

The Program Assistant position at the Smith Foundation would be the ideal opportunity for me to contribute the skills I gained as an intern and volunteer in various community-based organizations and as a sociology major at Yeshiva University. I believe that my dedication, strong work ethic, communication skills and commitment to helping those in need would fit well with the dynamic team at your organization.

Our meeting yesterday greatly increased my interest in the Smith Foundation, and I hope I was able to convey my enthusiasm for the position. Should you need any information, please feel free to contact me at (000) 000-0000. I hope to hear from you soon.

Sincerely,

Farah Student