
General Interview Thank You Letter

Dear

Thank you for taking the time to discuss the _____ position at _____ with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that _____ retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, to hearing from you concerning your hiring decision.

Yours sincerely,

Interview Thank You Letter that Stresses Fit

Dear

Thank you so much for taking the time to interview me today for the social worker position.

I felt a wonderful rapport not only with you, but with the whole departmental staff. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of your company.

I can make myself available for any further discussions of my qualifications that may be needed.

I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.

Yours sincerely,

Interview Thank You Letter that Builds on Strength

Dear

I'd like to thank you for talking with me about the _____ position in your _____ department. I truly appreciate all the time and care you took in telling me about the job and learning more about me.

I'm so pleased that you agree that my experience in _____ provides me with excellent experience for this position. I am eager to bring my passion for seismology to the research-assistant position, and I am convinced the knowledge and experience I've already cultivated make me the best researcher for the job.

I very much look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications.

Thank you again for the exhilarating interview.

Yours sincerely,

Interview Thank You Letter that Aims at Damage Control

Dear

Thank you for the time you took to interview me for the _____ position.

After our interview, I'm convinced that I have the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in a personnel department. I want to stress, however, that I have participated significantly in the hiring process for my sorority and have a solid record of achievement in my human-resources classes.

As for your requirement for public-speaking experience, my having been leader of new-student orientation groups at my college for three years, along with outstanding grades in my public-speaking classes, qualify me nicely.

Finally, I have enclosed some writing samples to further demonstrate the third ingredient, my communications skills.

Thank you again, for this wonderful opportunity to interview for the _____ position.

Yours sincerely,

Interview Thank You Letter that Mentions Interview Afterthoughts

Dear

I'd like to thank you for the time you spent talking with me about the _____ position you have open at _____. I am very excited about this position and convinced that my marketing training equips me more than adequately for the job.

I meant to mention during the interview that last summer I attended a three-week intensive seminar on SPSS, the foremost marketing-research software package. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well-versed in the use of this software. Please contact me if you have any questions about my ability with this program or about any of my other qualifications.

I look forward to hearing from you soon about the position, and I again thank you for meeting with me.

Yours sincerely,

Career Networking Thank You Letter

Dear

Thank you again for agreeing to be a member of my personal "network." This is an important time in my life as I take the plunge to change careers, and I truly value the advice of professionals like you who know the consulting field so well.

I especially appreciate your offer to introduce me to other professionals and consults in your network, which I know will be extremely helpful to me in establishing myself.

I cannot thank you enough for your willingness to help me launch this next phase of my career. I will be sure to keep you informed of my progress. Please do not hesitate to contact me if you think of any additional suggestions for expanding my network and establishing myself as a consultant.

Yours sincerely,
