

Thank-You Notes & Letters

A letter sent following an interview or informational interview is not only good manners, it is **essential**. It assists the employer in remembering you and your unique qualifications. A recruiter may interview many candidates throughout the day. Letters serve as a reminder, and can also be considered as **marketing tools**. A thank-you letter also leaves the employer with a favorable impression. If the employer is having difficulty deciding between you and another candidate, a well-written thank-you letter could play an important role in the decision to hire you.

Send a thank-you letter within 48 hours of your interview and keep it to two to three short paragraphs. A short statement about your qualifications and continued interest in the position may be added. Be sure to get the correct spelling of the person(s) who conducted the interview and try to send a thank-you letter to each person who interviewed you. It's ok to send a handwritten thank-you note as long as it's on professional card stock and if the interview was not in a strictly formal setting. Use a type written letter if you have handwriting that is difficult to read or if the interview was very formal.

Ivana B. Jung

Current: 1234 Portland Street, Morrisville, VT 54022 (802) 888-0000

Permanent: 12 Roxy Lane, Greenfield, MA, 01314 (555) 555-5555

February 12, 2004

Mr. Thomas Life
Principle
Yorktown High School
555 Sandland Rd.
Boston, MA 22222

Dear Mr. Life:

I want to thank you very much for taking the time to meet with me yesterday to discuss the teaching position available at Yorktown High School. I enjoyed meeting you and learning more about your school's mission and educational goals.

My enthusiasm for the position and my interest in working for Yorktown High School were strengthened as a result of the interview. I believe that my education and student teaching experiences fit well with the job requirements, and I'm sure that I could make a significant contribution to your school.

I want to reiterate my strong interest in the position and in working with you, your staff, and students. Please feel free to call me at 555/555-5555 if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Respectfully,

Ivana B. Jung

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First Paragraph

Express thanks and appreciation for the interview, courtesy, and consideration extended to you. State job for which you were interviewed, date of interview, and place where it was conducted.

Second Paragraph

Reaffirm your interest in the position or company. Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.

Third Paragraph

Show willingness to provide additional clarifying data or statements and submit any further information you may want to add to your application.