

WRITING A THANK YOU LETTER

Quick Reference Guide



Start with a Subject Line and Greeting

Create a subject line that conveys your purpose.

Ex: "Thank You - Full Name, Position"

Address the interviewer how you did during the interview. Unsure? Use title and last name.

**Ex: "Dear [First Name],"
or
Dear [Title. Last Name],"**



Express Gratitude and Appreciation

Express your gratitude for the interview right after the greeting.

Thank the interviewer for their time. Include the job title here.

Ex: "I greatly appreciate you taking the time to interview with me yesterday for the [position]."



Personalize the Letter & Recap Skills

Mention a specific moment from the interview that made an impression on you.

Next, briefly reiterate your key qualifications and connect them to the position.

Ex: "My expertise in [skill] will make me an excellent candidate for this role."



Close with a Call to Action

Emphasize your interest and reiterate your contact information.

Ex: "[Company] seems like a special place to work, and I look forward to the next steps in the process."

End with a professional closing.

**Ex: "Sincerely, [Full Name]"
or "Thank you again for your time, [Full Name]"**



Proofread, Edit, and Send

Proofread carefully for mistakes before sending. Send within 24 hours of the interview.

Want to go the extra mile? Send a handwritten letter in addition to the email.

***Pro-Tip: Ask for the interviewer's business card or reach out to the person who scheduled you for contact information.**

Need some more assistance? Schedule an appointment with a Career Coach!



EXAMPLE THANK YOU LETTER

Subject: Thank You - Jane Doe, Accounting Clerk Position

Dear Dr. Green,

Thank you for taking the time to interview with me on Thursday, June 15th at 1:00 PM for the accounting clerk position. It was a pleasure to talk with you and to learn more about the role and the company. It was great to hear that you are also a coffee fan, and I am excited to swap our favorite coffee shops in the area.

As we discussed, my background in accounting and business administration, along with my experience in payroll and benefits, will allow me to build relationships with current employees while also meeting the firm's bottom line.

Thank you again for your time. I can tell that Taylor Accounting Firm is truly a wonderful place to work, and I am looking forward to hearing about the next steps in the process.

Please feel free to reach out should you have any other questions. I can be reached by phone at (555) 555-5555 or via email at jane.doe@gmail.com.

Sincerely,
Jane Doe