

Thank You Letter

"Connecting Curriculum and Career"

Send a thank you letter when you get home from the interview. Mention any topics discussed during your interview. If you made a personal connection, add a personal touch (e.g., "have fun on your sailing trip next week."). If the job contact was made through the Internet or e-mail, send an e-mail thank-you note immediately after the interview.

Sample Thank You Letter

Your Name Address
City, State, Zip Code
Telephone Number
Email

Date

Name Title
Organization Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

After our interview for the xyz position, I am confident I would be an asset to X team and excited about the opportunity to work with W Organization. My organizational skills will be invaluable in this hectic and challenging position which is the environment I thrive in.

In addition to my enthusiasm, I bring strong writing skills, assertiveness and the ability to encourage others to work cooperatively within and across departments. I look forward to working with the artists on staff and using my experience in the understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. During the two summers I worked as a temporary office worker I developed my secretarial and clerical skills.

I appreciated learning more about W Organization and the position and I am very interested in working for you and look forward to hearing from you.

Sincerely, Signature

Your Business Name