



Thank You Letter

Thank You

Send a thank you letter when you get home from the interview. Mention any topics discussed. If you made a personal connection, add a personal touch.

Sample

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 position.

In addition to my enthusiasm, I bring strong writing skills, assertiveness and encouragement to work cooperatively within and across departments. I look forward to working with the artists and using my experience to understand the visual aspects of our work.

I understand your need for administrative support. My attention to detail and organizational skills will help to free you to deal with larger issues. During my time 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. I look forward to hearing from you.

Sincerely, Signature

Your Name

Email: aace@csueastbay.edu

Website: www.csueastbay.edu/aace/

Office: Student Services & Administration (SA), Suite 2300