Sample Thank You Letter

Email vs. Written

- ✓ Can do either as long as done well
- ✓ Consider timing: If you know a decision will be made very quickly, an email may be the best route
- ✓ Consider the employer: It is rare to receive hand-written appreciation (remember, you want to stand out)
- ✓ No matter how you send it, make sure it is professional

Linda A. Schwartz
1424 Coffee Avenue
Pleasantown, OH 12121
(010) 101-1101
lschwartz@email.com

January 5, 2011

Mr. Jacob Ryan
Manager of Human Resources
ManNat Engineering Company
1332 Technology Drive
Careerville, OH 23122

Dear Mr. Ryan:

Thank you for interviewing me on January 1, 2011 for the IT specialist position. I enjoyed meeting you and learning about ManNet Engineering Company. I also appreciated the tour of the company's facilities.

My enthusiasm for the position and my interest in working for ManNat Engineering Company has been strengthened as a result of the interview. I am confident my education and internship experiences correspond nicely with the job requirements and I will make a significant contribution to ManNet Engineering Company over time.

I want to reiterate my strong interest in the position and working with you and your staff. Your company provides the kind of opportunity I seek. Please contact me at (010) 101-1101 or lschwartz@email.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration. I look forward to hearing from you.

Sincerely,

Linda A. Schwartz

Linda Schwartz

You may want to…

- ✓ Ensure your letter is written in a warm and personal tone
- ✓ Express your sincere appreciation
- ✓ Reemphasize your interest and strongest qualifications
- ✓ Connect your qualifications to the job requirements
- ✓ Supply any supplemental information not previously given
- ✓ Restate your appreciation
- ✓ Refer to a positive aspect of the interview