

Thank You Letter

The thank you letter is designed to be a courteous gesture to the employer that you appreciate taking the time to meet and interview you. Hand writing the letter is the preferred method and demonstrates to the employer your sincerity and professional manners. Email is an alternative when a search is conducted quickly. Thank you notes should be brief and concise. It is important that the letter be mailed as soon as possible, or within 48 hours of the interview.

The thank you letter should contain four components:

- 1) Thank the individual who conducted the interview for taking the time to meet and speak with you. It would also be appropriate to include the date and time of when your interview took place
- 2) Restating your interest in the organization you are applying to. Comment on 1 or 2 components addressed in the interview. By referencing an aspect of your particular interview, this allows the interviewer to connect the name with the person that was interviewed
- 3) Close the letter with a word of gratitude and offer to contribute more information if need be
- 4) The letter should be personally signed at the bottom

Sample Letter –

555 My Street
Winona, MN 55987
(123)456.7890
WWarrior@winona.edu

November 19th, 20xx

Ms. Jan Nagle
Store Director
American Eagle
Minneapolis, MN 55607

Dear Ms. Nagle:

Thank you for interviewing me on November 18, 20xx, for the retail manager position with American Eagle. It was a pleasure meeting you and learning more about your research and design work.

The interview strengthened my enthusiasm for the position and my interest in working for American Eagle. My extensive coursework in Retail Merchandising would fit nicely with the job requirements, and I am certain I could make a significant contribution to your store.

I would like to reiterate my interest in the retail manager position and in working with you and your staff. Your company provides the exact type of opportunity that I wish to pursue. Please call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,
Signature
Wazoo Warrior