Thank You Letters

The purpose of a thank you letter is to show that you are considerate and professional, and to keep you fresh in the interviewer’s mind. It also serves as a way to reiterate your interest in the position, restate your qualifications, and display your writing skills.

Here are a few fundamental things to remember about thank you letters:

- Send one ASAP—preferably within 24-48 hours of the interview
- If time is of the essence, an email is sufficient
- Use the same high quality paper that you resume should be printed on
- PROOFREAD!

Other Communication

Besides the standard thank you letter mentioned above, there are other types of thank you letters that you can write.

An acceptance letter serves as a confirmation of your job, and would be beneficial to you because it also a way of showing your appreciation to the company for the opportunity to work with them. It should recap the details of your employment including the terms and conditions of the position (salary, benefits, etc), and your start date.

A withdrawal letter is a courteous way of letting your interviewer that you decline the position offered to you. You would thank them for their offer, provide an explanation, and express your appreciation of their time. It is ok to be brief.
Dear Mr. /Ms. Person Who Interviewed You: (be sure to use a colon, not a comma)

In this first paragraph, you should thank them for interviewing you for the position. Express to them your pleasure in meeting with them, and your excitement in learning more about the position.

In this paragraph you would want to briefly recap what was discussed in the interview. Also express the ways in which all that you discussed match up with your skills and qualifications. Drawing these parallels helps their wheels to turn and consider you a fit. Additionally, it shows that you were paying attention and are genuinely concerned with solving the company’s problems with your skills.

In this last paragraph, state how interested you are in this opportunity, and how you are looking forward to hearing from them. Provide information for how you can be reached (whether it is by email, phone number, or both) for further questions. Thank them again for their time and consideration.

Sincerely,

Your name signed here in ink

Your name typed here