

# SAMPLE THANK YOU LETTER

After you have an interview, it is common practice to send a thank you letter. It establishes goodwill, expresses your appreciation for the interview, and it strengthens your candidacy. Send a thank you letter to everyone who interviewed you within 24 hours of your interview or as soon as possible.



Your Name (this section should be the same as your resume header)

Your Phone Number

Your Email Address

Your Address

May 1, 2020

Kevin L. Thompson

Director of Personnel Relations

Northeastern Supply Company, Inc.

2001 Bellevue Circle

Chicago, IL 54379

State your interest in at least one or two aspects of the company or position that you discussed during the interview. Also, supply any additional information or material that was requested during the interview. Close your letter by expressing interest in the position and/or organization. Thank the interviewer again for his/her time and consideration.

When writing a thank you note, be sure to include the following:

- > a genuine, specific "thank you"
- > re-state your interest in the position
- > one or more references to the company, the interview, and the experience
- > repeat a thank you and excitement about connecting again

Dear Mr. Thompson:

I want to express my appreciation to you for the information and consideration you gave me on Friday, April 30, during our interview. The position as sales representative is what I am looking for and I am particularly impressed with the incentive program we discussed.

Enclosed is the copy of my transcript that you requested. If you need any additional information, please contact me at (507) 457-1478 and I will forward it immediately.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

*Sally Jones*

Sally Jones