

THANK-YOU LETTER AFTER THE INTERVIEW (HOW TO)

Your name
Address

Current Date

Mr. Tom Anybody
Director of Human Resources
American Manufacturing Company
555 South 88th Street
Memphis, TN 38000

Dear Mr. Anybody:

First Paragraph: Thank him/her for the interview and express appreciation for the courtesy and consideration extended to you. Remind him/her of the position vacancy or kind of position for which you were interviewed and the date and place of the interview.

Second Paragraph: Reaffirm your interest in the position and organization. Mention anything you have done since the interview that demonstrates your interest in the opening (i.e., additional research on the employer, conversations with local representatives, etc.) and remind the interviewer of your strengths.

Third paragraph: Submit any information you wish to add to your application. Express willingness to provide additional data, if requested.

Final paragraph: Close with a suggestion for further action, such as your availability for additional interviews at the employer's convenience.

Sincerely,

Your name (typed with signature above)

THANK-YOU LETTER AFTER THE INTERVIEW (SAMPLE)

10 Best Place Drive
Memphis, TN 39000
March 1, 2001

Mr. Tom Anybody
Director of Human Resources
American Manufacturing Company
555 South 88th Street
Memphis, TN 38000

Dear Mr. Anybody:

Thank you for the opportunity to meet with you and Mr. Joe Smith recently concerning your opening for a Human Resources Assistant. I enjoyed the tour of your manufacturing facility, and was very impressed by the robotics you are utilizing to increase productivity.

Our conversation strengthened my desire to become a member of your human resources team at American Manufacturing Company. My background has prepared me for an Assistant position, and the variety of duties and responsibilities assigned to this position are exactly what I am seeking. I believe my ability to interpret company policies and convey this information to others, my background in wage and salary surveys, plus my benefits knowledge would be an exact match to this position.

As you requested, I am enclosing a student copy of my college transcript, plus three letters of recommendation. An official transcript has been requested from the Registrar, and will be sent directly to your office.

Again, I am very excited about this Human Resources Assistant position with your organization. I am convinced that I would be an ideal candidate and could make a real contribution to the success of American Manufacturing Company. I will be happy to provide any additional information you may need and look forward to meeting with you again.

Sincerely,

Jan Firstplace