

Thank You Letters



Thank You Letter Format

Name

Street Address | City, State Zip | Phone | E-Mail

Date

Contact Name and Title

Organization Name

Street Address

City, State, Zip Code

Dear Mr./Ms. _____ :

Introduction (1 paragraph)

Thank the interview(s) for their time and express appreciation for the opportunity to interview. State the position you were interviewed for and the date of the interview.

Second Paragraph

Express your continued interest in the position and restate 2 – 3 of your strongest qualifications. Include any qualifications that you may have forgotten to mention during the interview. Share something that you learned about the position or the organization during the interview that affirms your interest.

Final/Closing

Indicate that you are willing to provide any additional or clarifying information that the interview(s) may need to make their decision.

Sincerely,

⇒ *Your signature*

Name Typed

Thank You Letter Tips

- + Include specifics from your interview, but keep the length to 1 page
- + Use the same font style and name block as your resume
- + Use resume paper to type your letter or hand write a thank you card
- + Send the thank you letter or card within 24 hours of your interview
- + Email is a good option if the hiring decision will be made quickly
- + Make sure there are no grammatical or punctuation errors

Sample Thank You Letter

Name

12345 Pleasant Street | Minneapolis, MN 55555 | 123-456-7899 | jobseeker@umn.edu

May 15th, 2015

Ms. Stephanie Lemons
Director of Human Resources
1500 Working Place Road
St. Paul, MN 55555

Dear Ms. Lemons,

I appreciated the opportunity to interview for the training specialist position on Friday, May 14, 2015 and thank you for taking the time to . I enjoyed meeting you and learning more about the position. As a result of the interview I am even more certain that my skills, strengths and experiences will add value to your organization.

I continue to be very interested in the training specialist position and my enthusiasm for working in your organization was only strengthened through the interview process. My passion for creating learning and development frameworks for organizations and my academic background in human resource development fit extremely well with the position. Additionally, my experience creating and delivering trainings in non-profit settings will add significantly to your organization.

Thank you again for taking the time to interview me. I am truly excited about the possibility of contributing to your organization as a training specialist. If you have any further questions about my qualifications, please feel free to contact me at 123-456-7899 or at jobseeker@umn.edu. I look forward to hearing from you soon.

Sincerely,

Yasmine Abraham

Yasmine Abraham

FOR MORE INFORMATION

CEHD Career Services

360 Education Sciences Building
www.cehd.umn.edu/career