Thank You Letter - Model

Your mailing address
Your email address
Date

Contact's name
Contact's title
Company
Company's mailing address

Dear Mr./Ms. _____:

Remind the interviewer that you interviewed for _____ position on
_____ date. Thank him or her for the opportunity to interview and mention some
specific aspect of the interview (i.e., "I really enjoyed our discussion about the history,
mission and values of X organization").

Confirm your interest in the organization. Cite specific ways that you feel you can
contribute to the organization and how your skills meet and exceed all the qualifications
for the position. If you wish you had said something during the interview but didn't, this
is a good place to do it. Keep the letter brief; no more than a half-page long.

You might want to close with a suggestion for further action. If multiple interviews were
indicated before the position is filled, state your desire to have an additional interview.
Mention your phone number and the hours when you can be reached. Once again, thank
the person for meeting with you and state that you would be happy to provide any
additional information about your qualifications.

Sincerely,

(Your signature)

Your full name (typed)