

## SAMPLE THANK YOU LETTER

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Sending “thank you” letters is an essential part of any job search. Send letters to anyone you meet who gives you information, advice or referrals. You can also send a thank you to someone who gave you help during a telephone conversation. Of course, a letter should be sent after each job interview.

Write the letter as soon as possible to give it the greatest impact. Remind the reader of what was discussed, and comment on how you plan to act on the information, advice or referral you received. If you are writing a letter after a job interview, you might include something relevant about your qualifications that you neglected to mention in the interview.

Managers who have to choose between two good candidates have been known to make the decision based on which candidate sent a thank you letter. Remember, your professional presentation during the job search is often the only indication a manager has of how you can be expected to present yourself on the job.

<p>Refer to something you learned about the company or position.</p>	<p style="text-align: center;">Chris Williams 1234 Ball Park Way Arlington, Texas 76010</p> <p style="text-align: right;">October 13, 2004</p> <p>Mr. Joe Baxter Vice President Baxter Engineering 25 South Street Fort Worth, TX 76052</p> <p>Dear Mr. Baxter:</p> <p>It was indeed a pleasure meeting with you yesterday to discuss opportunities in Industrial Engineering. Your planned expansion is most interesting, especially your ideas concerning contracting out your services to other small companies.</p> <p>My co-op experience working for a small plastics manufacturing company in Dallas while completing my degree has made me particularly sensitive to the unique needs of small business owners. As you learned from our conversation, I have also worked as a customer service representative for a construction supply company, and understand your commitment to providing high quality service to your customers.</p> <p>I remain very interested in the Industrial Engineering position. I am confident that my skills and experience would be a valuable addition to your team. I look forward to hearing from you soon.</p> <p>Sincerely,</p> <p>Chris Williams</p>	<p>Write the letter very soon after the interview!</p>
<p>Reinforce the most important aspects of your qualifications.</p>		<p>Include something you forgot to mention in the interview.</p>

Restate your interest in the position.

Show confidence and enthusiasm.