THANK YOU LETTERS

Sending thank you letters is an essential part of any job search. Send letters to those who provide information, advice, or referrals during your job search; even someone who offered advice during a telephone conversation. Most important, a letter should be sent after each and every 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. 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 their hiring decision based on which candidates sent a thank you letter. Remember, your professional presentation during the job search is often the only indication a manager has of how you will present yourself on the job.

Quick Tips:
- Write and send your thank you letter very soon after the interview (within 24 hours)!
- Use the same heading (contact information) from your résumé.
- Refer to something you learned about the company or position.
- Include something you forgot to mention in the interview.
- Reinforce the most important aspects of your qualifications.

THANK YOU LETTER EXAMPLE

Chris Williams  
123 Main Street • Arlington, TX  76019 • 817.123.4567 • cwilliams@mavs.uta.edu

November 2, 20XX

Ms. Jane Baxter, Vice President  
Texas Commerce Bank  
25 South Street  
Ft. Worth, Texas  76052

Dear Ms. Baxter:

It was indeed a pleasure meeting with you yesterday to discuss opportunities in commercial banking. Your planned expansion is most interesting, especially your ideas concerning outreach to small businesses.

My experience working for a number of small service businesses 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 bank teller and understand the bank’s commitment to customer service.

I remain very interested in the commercial banking representative 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.

Sincerely,

Chris Williams

Chris Williams
Michael C. Maverick  
123 Main Street • Arlington, TX  76019 • 817-123-4567 • mcmaverick@mavs.uta.edu

November 6, 20XX

Ms. Jane Doe, Human Resource Manager  
Dream Corporation  
123 Main Street  
Anytown, TX  70001

Dear Ms. Doe:

Thank you for interviewing me for the _____________ position at The University of Texas at Arlington on September 20, 20XX. It was a pleasure meeting you and discussing employment opportunities at Dream Corporation. I continue to be very enthusiastic about the Financial Analyst position and look forward to actively pursuing this opportunity.

After attending Dream Corporation’s evening presentation and speaking with you, I am even more interested in the position. I am eager to make a positive contribution to your team. My education, cooperative education experience, and strong financial management and customer relations skills have fully prepared me to succeed with little training in this entry-level position in your organization. I am confident my leadership abilities and strong work ethic will allow me to contribute to the teamwork spirit at Dream Company.

Per your request, I have enclosed my transcript and three references along with their contact information. If you need further information please do not hesitate to contact me immediately. Again, I thank you and look forward to working with you in the future.

Sincerely,

Mike Maverick

Michael C. Maverick

Enclosures:
Transcript
References