

Model thank-you letter after an interview:

Your name and full address with zip code

Date

Name and title (if known)

Company name

Full address with zip code

Dear _____,

Remind the interviewer of the position for which you were interviewed, as well as the date and place of the interview. It is courteous to express your appreciation.

Confirm your interest in the opening and in the organization. Highlight your qualifications and direct them toward the points that the interviewer considered important for the job. If you have done anything since the interview that demonstrates your interest in the position, such as talk with alumni, faculty, or conducted research in the library or on the internet, be sure to mention it.

Include any information not previously presented to supplement your resume, application letter, and the interview. You may have forgotten to mention related experience during the interview and can now add it to your thank-you letter, "as we were discussing ..., I want you to also know ...". You may have completed a paper or research project, or perhaps you have received some kind of recognition. If travel, location, or a similar subject was stressed during the interview, be sure to confirm your willingness to comply with these conditions.

Restate the next point-of-contact for you and/or the employer as it was arranged at the conclusion of the interview. If appropriate, close with a suggestion for further action, such as a desire to have additional interviews at a mutually agreeable place and time. Give dates when you will be available for call-back interviews. Again, state your appreciation.

Sincerely,

(signature)

Full name (typed)

CAREERServices

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