

ChautauquaWorks

one-stop workforce services

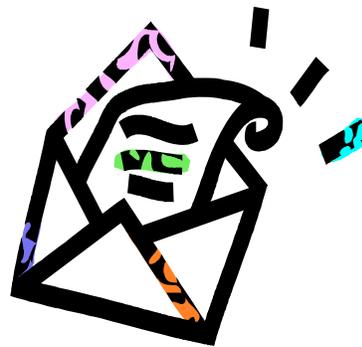
Why Do I Need To Send A Thank You Letter?

After an interview or meeting with a potential employer, mentor, or individual who may give you an internship, it is very important to send a thank you letter. This is a great opportunity to bring your name up to that person again and express interest in the position. The thank you letter reminds the person that you are a candidate and shows that you are very considerate, interested, and appreciative.

The thank you letter is where you once more thank the person for his or her time and for giving you information about the job and the company. You can also compliment the employer on the organization's plans, programs, and anything else that impressed you. This letter needs to be genuine. Don't make a general statement like, "I thought your business looked great." You need to say something like, "I was impressed with how professional everyone was and how customers were well taken care of by your employees."

Employers like to know that you noticed their business, employees, and customers. When you're in an interview, pay attention to your surroundings. Check out the displays, signs, windows, and inventory. If you like what you see, then you can say that in your thank you letter.

If your thank you letter is very short, you can hand write this note. You can buy a conservative note card at a stationery store and write: "Thank you very much for your time on Monday. I am very interested in your hotel management training program. I look forward to hearing from you soon." For a more formal thank you letter, the type fonts and paper stock should match your resume. Also, use the same heading that you used for your cover letter and resume. If you can send the thank you letter via email, this is the fastest way and will make a great impression.



23 E. 3RD street, Jamestown 14701
200 Lake Shore Drive W, Dunkirk, NY 14048

Telephone: 1-877-424-9031/716-661-9553
Telephone: 716-366-9015
TTY: 716-487-5117

Fax: 716-664-9184
Fax: 716-366-2118

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Laura C. Barrett
10309 Arlington Boulevard
Des Plaines, IL 99999
(555) 555-9999
lbarrett@net.net

July 5, 1998

Ms. Carol Waters
Manager
Perfect Touch Hair Salon
312 Frederick Road
Suite 782
Des Plaines, IL 99999

Dears Ms. Waters:

I enjoyed our interview today and the tour you gave me of your salon. Your new expanded salon is beautiful and efficient, and it looks as if it will be very successful.

As I said in the interview, I would like to be a retail sales associate for your products. I like cosmetics and fashion products, and it would be a pleasure to talk about and sell what I so enjoy. Additionally, I believe that I could help you with marketing to high school students.

Thank you again for your time. I look forward to hearing from you about the position.

Sincerely,

Laura C. Barrett



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April 17, 2006

Ms. Sally Browne
Sales Manager
Quantum Sales
123 Barrows Lane
New Town, KY 12345

Dear Ms. Browne:

Thank you very much for taking the time today to talk with me about the sales position in your district. I enjoyed meeting you and the members of your department, and I am excited about the chance to work with such a great team.

Since I am a self-starter by nature and a team player too, I like that you encourage individuals to take ownership of projects, but each can still count on team-member support. It's the best of both worlds.

Judging by our discussion earlier today, I believe that my qualifications are an excellent fit, particularly my experience working in retail and my proven ability to take on a leadership role. The position is exactly what I'm looking for, and I'm confident that I can be a significant contributor to the success of Quantum Sales. I sincerely hope you agree.

Thanks again for interviewing me. If you have questions or concerns, please feel free to contact me at my home number. I look forward to hearing from you soon.

Sincerely,

Nancy O'Brien
456 Halloway Court
Fardon, KY 65432
(123) 456-7890



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THANK YOU LETTER TEMPLATE

[Today's Date]

[Interviewer's Name]

[That Person's Title]

[Company Name]

[Street Address of Company]

[City, State and Zip Code]

Dear Mr. / Ms. [Last Name of Interviewer]:

Opening Paragraph: Thank them

[Thank the interviewer for taking the time out of his / her busy day to talk with you. Include the day of the interview and the name of the position.]

Body of the Letter: Summarize the interview and sell yourself

[Express your interest in the company. Say that you want the job (Interviewers love to hear that). Deliver a subtle sales pitch indicating why you think you're qualified for the job based on your skills, experience and qualifications. Talk about what you can do for the company. If you forgot to mention something important during the interview, this is your chance to say it (but don't say you forgot). Mention topics that stimulated your interest and something to make you stand out in the interviewer's mind. If a particular qualification grabbed the interviewer's attention, emphasize it.]

Closing Paragraph: Reaffirm your interest

[Wrap it up with another thank you for the interview. Offer to provide more information if needed. Say that you look forward to hearing from them.]

Sincerely,

[Sign your name here]

[Your Name]

[Your Street Address]

[City, State and Zip Code]

[Your Phone Number] [Include email, only if you want the employer to contact you this way. Make sure your email address is appropriate.]

***Send this immediately following your interview. A thank you letter can set you apart from other candidates and enhance your image with the company. Be prompt!**



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