

Writing the Perfect Thank You Letter

Part One:

- Thank the interviewer
- Mention the position you applied for
- Specify the date of your interview
- Make a personal connection with the interviewer

Part Two:

- Mention how your skills, experience, strengths, personality traits, and/or achievements meet their requirements
- Explain how you can help them, based on a specific situation mentioned in the interview
- Mention any skills or experience you may have forgotten during the interview

Part Three:

- Enthusiastically state your desire for the position
- Address the next steps (based on what was discussed in the interview)
- (Unless directed otherwise) State when and how you will follow-up with the employer, e.g., "I will check back with you by phone in two weeks."

General Tips:

- Proofread, proofread, proofread! And then ask someone you trust to proofread it for you.
- Spell your interviewer's name correctly.
- Keep it professional, brief and formal.
- Mail your letter within 24 hours.
- Make sure your contact information is on the letter.
- Follow through with any commitments you make in the letter.
- Additional information: <http://www.writeexpress.com/perfect-thank-you-letter.html>

