

Sample Thank-You Letter

Your Street Address
City, State Zip

Date

Individual's Name
Title
Organization
Address
City, State, Zip

Dear _____:

Thank you for meeting with me last Wednesday, November 15, to discuss the position of proofreader at *The Springfield Gazette*. I was impressed with the company's ability to maintain such a high standard of journalism in such a competitive market. Its continued ability to cater to the specific needs of its readers was obvious.

I feel that through my past experiences I am capable of fulfilling the requirements you outlined for this position. While working as a section editor for the *Daily Mississippian*, I have become accustomed to the responsibilities associated with meeting deadlines and working under pressure. As I stated at our meeting, I enjoy the challenge of a competitive environment in which success is based on achievement.

Again, thank you for considering me for the position of proofreader. I look forward to hearing from you again.

Sincerely,
(handwritten signature)

Your typed name

Thank you and Follow-Up Letters

Guidelines for a Thank-You Letter

Your Street Address
City, State Zip Code (Do not place a comma after State)
Today's Date

Individual's Name
Title
Employer
Street Address
City, State Zip Code (Do not place a comma after State)

Dear _____: (Use a colon for business letter)

Your opening paragraph should:

- Thank the interviewer for meeting with you without apologizing for taking the time.
- Mention the interview date and the specific job for which you interviewed.
- Refer to something that made the meeting especially valuable for you (e.g., meeting other people, a specific description of some aspect of the job that impressed you, any new knowledge about the industry or the company's future plans, etc.)

In the second paragraph:

- Reaffirm your interest in the position and restate one or more of the reasons why you are a top candidate for the position. Here is your last opportunity to emphasize one or two of your qualifications-to sell yourself. This will remind the interviewer of why you can be an asset to his/her company.
- You may ask a question about something that was not covered during the interview.
- You may state that you are returning some documents that the interviewer asked you to complete.

Close the letter by restating your interest in the company. This lets the interviewer know you are genuinely interested in a position with his/her firm. Be sure to name the company.

Sincerely,

(Sign your name)
(Type your name under your signature)