

Tips for Writing an Interview Thank You Letter

Body of Thank You Letter:

When writing a thank you letter, keep your letter simple and focused. Single space your letter and leave a space between each paragraph. Left justify your thank you letter. Use a plain font like Arial, Times New Roman, or Verdana. Select a font size of 10 or 12 points.

The first paragraph of your letter should thank the hiring manager for taking the time to interview you.

The second paragraph of your thank you letter should include the reasons why you are a strong candidate for the position. List specific skills that relate to the job you interviewed for.

If there is information about your qualifications that you wish you had mentioned during the interview, but didn't get a chance to discuss, use the next paragraph to explain.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

Leave a blank line after the salutation, between each paragraph, and before the closing.

Closing:

Best Regards,

Signature:

Handwritten Signature (*for a mailed letter*)