

# THANK YOU LETTER

## Introduction

A good interviewing habit is to send a Thank You message to your interviewer within 24 hours after an interview. A brief message on a note card, letter, or email will suffice consisting of:

- Thank the interviewer for interviewing you
- Enthusiasm for the position
- Restatement of qualifications
- Personalize the note when appropriate
- Contact information

### Email/Card Example #1

Ms. Amanda Smith, HR  
AB Associates

Dear Ms. Smith:

Thank you for yesterday's interview for your Associates position. I'm excited about the position. My background as a radio station intern and English major prepares me for success in your company. AB Associates motto of "Clients first" is how I've worked all my life and I look forward to applying it for you. Finally, feel free to contact me at 415-333-4321 or [astudent@sfsu.edu](mailto:astudent@sfsu.edu) with any further questions.

Yours truly,  
Astor Student

### Email/Card Example #2

Ms. Amanda Smith, HR  
AB Associates

Dear Ms. Smith:

Yesterday's interview for your Associates position confirms an excellent fit. My communication skills as a radio station intern and English major prepare me for your need for outstanding customer service providers. As the second fastest growing employer in your industry, I'm excited to join a successful media player. Finally, feel free to contact me at 415-333-4321 or [astudent@sfsu.edu](mailto:astudent@sfsu.edu) with any further questions.

Yours truly,  
Astor Student



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## Formal Thank You

Your Address  
City, State, Zip  
Date

Name and Title of interviewer  
Address  
City, State, Zip

Dear Ms. Smith:

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Finally, feel free to contact me at 415-333-4321 or [astudent@sfsu.edu](mailto:astudent@sfsu.edu) with any further questions.

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