After you’ve interviewed, it’s not over! Thank you letters demonstrate respect, make you stand out and showcase your communication skills. Make sure each thank you letter is unique; personalize the company information and your specific fit. Many employers have confessed to being influenced positively by receiving a thank you letter from a candidate, so start writing!

Your thank you letter should be sent out 24 hours after interview. Hard copy is more formal than email; however, when speed is necessary, use email.

What to include

- Express appreciation for the interviewer’s time and consideration
- Reiterate why you are the best person for the job
- Reinforce any topics or unique conversations that you had during the interview that might make you stand out from other candidates
- Communicate your interest in the employer and position, and anticipation in receiving word regarding their decision

Thank You letter Example

(USE SAME HEADING FROM RESUME AND COVER LETTER)

January 28, 2025

Mr. Donald Trump
Personnel Director
Trump’s Trumpets
163 Trumpet Lane
Houston, Texas 75000

Dear Mr. Trump,

Thank you for taking the time to conduct an interview with me during your recruiting visit to Stephen F. Austin State University on January 27. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in May with a Bachelor degree in Management. Through my education and experience I’ve gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked seven years in the retail industry in various positions from Salesclerk to Assistant Department Manager. I think my education and work experience would compliment Trump’s Trumpets management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Trump’s Trumpets. I am very interested in becoming a part of your management team. I can be reached at 555-999-2323 should you need additional information.

Sincerely,

Britney Spears

Enclosures: transcript, references