

# Thank You Letters

Stephen F. Austin State University | Center for Career and Professional Development

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 of receiving word regarding their decision

## Thank you letter example

(USE SAME HEADING FROM RÉSUMÉ AND COVER LETTER)

January 15, 2019

Sally Grimes  
President  
Tyson Foods  
163 Charleston Lane  
Houston, Texas 77043

Dear Ms. Grimes:

Thank you for taking the time to conduct an interview with me during your recruiting visit to Stephen F. Austin State University on January 14. 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 of Business 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 complement Tyson Foods' management trainee program.

Thank you again for the opportunity to interview with Tyson Foods. I am very interested in becoming a part of your management team. I can be reached by phone should you need additional information.

Sincerely,

*Brittany Candidate*

Brittany Candidate  
Enclosure