

THANK YOU LETTER TEMPLATE

YOUR FIRST & LAST NAME
Your Street Address
Your City, State & Zip Code
your phone # / your email address

Date

Name of Interviewer
Title of Interviewer
Name of Company/Organization
Address of Company/Organization
City, State & Zip Code

Dear Ms./Mr. _____:

OPENING: Thank the interviewer by expressing appreciation for the interview (eg: Thank you for the opportunity this morning to interview for the (job title) position. I appreciated your hospitality and enjoyed our conversation which gave me a better understanding of (name of company/organization) and the requirements of the job.).

BODY: Highlight some of the key pieces of your background that fits the requirements of the job description, school involvement, outstanding grades, relevant community activity (eg: The interview convinced me of how compatible my background, interest, skills, and abilities are aligned with the needs of the position. As I mentioned during our conversation, my (list key piece of job requirement), my leadership role at Norwalk Community College as the President of (name of school club), along with outstanding grades in my (name of relevant course) class has prepared me for the (job title) within (name of company/organization.).

CLOSING: A few brief sentences again thanking the interviewer, for being considered for the position and looking forward to next steps (eg: Again, thank you for considering me for this exciting opportunity. Please feel free to contact me if you need additional information or have any further questions. Thank you for your time, and I look forward to hearing from you regarding next steps.).

Sincerely,

(Your Signature here)

First & Last Name

