

Job Interview Thank you Note

It's polite to send a thank you note after a job interview. It also gives you the opportunity to bring up something you may have forgotten to say or that you want to reiterate.

Here's How:

1. If more than one person interviewed you, send a letter to each one.
2. Start with the correct format for a business letter.
3. Address the person formally, i.e. Dear Mrs. Jones, and check the spelling of his or her name.
4. Make sure to include the date you were interviewed, i.e. Thank you for interviewing me on Monday, January 12th.
5. Keep the letter short and simple.
6. Bring up one point you would like the interviewer to remember.
7. Check your letter carefully for errors and, if possible, have someone else check it too.

It is recommended that a thank you letter be sent to each interviewer within twenty-four hours after the interview.

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Month XX, 20XX

Name
Title
Company Name
Address
City, State, Zip Code

Dear Mr./Ms. Last Name (First Name if appropriate):

Take this opportunity to send a thank you letter to each person you interviewed with. You can reiterate your interest in the internship and why you think your skills are a good match for the position.

Thank the interviewer(s) for their time and any special considerations they provided for you during the course of the interview.

Finally, be sure the organization is aware of your skills and accomplishments and how they will meet the needs of the organization. Let the organization know that you are interested in working for them based on specific knowledge, products, or projects in which they are currently involved.