

CBAT Career Services: Post-interview Thank You Letter

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Items to include in a Post-interview Thank You Letter:

- Underscore how you are even more interested in the position based on information shared during the interview;
- Reiterate how you feel your talents/skills/experiences make you a great fit for the role;
- Offer to provide the employer with any additional information they may need regarding you and your candidacy for the position;
- Indicate that you are looking forward to hearing from them. Close the sale!
- *If you are sending an email thank you letter, simply include the letter without the inside addresses and date.*

Sample Letter:

Name
Address
City, State, Zip

Date

Mr. Joe Smith
Hiring Manager
XYZ Company
Address
City, State, Zip

Dear Mr. Smith:

I want to thank you for meeting with me yesterday to discuss the _____ position with XYZ Company.

The research I conducted in preparation for the interview and the information you shared during the interview process have only served to increase my interest in _____ as a company of choice. Based on our discussion, I am confident that my degree in _____ and my work experiences in _____, _____, and _____ would make me a great fit for this role.

Please feel free to contact me if you have any additional questions regarding my candidacy. I look forward to seeing you again soon.

Thank you,

Signature

Name