



THANK YOU LETTER

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A compilation organized
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Why A Thank You Letter Is So Important

A letter of thanks (sometimes called a follow-up letter) sent to employers immediately after a job interview or informational interview will further reinforce the memory of your meeting and may prompt them to take immediate action and to make a decision in your favour.

In the letter, you could include thanks for actual things they did such as taking the time to interview you, taking you on a tour of the organization, giving you additional information about the job requirements, providing you with leads and names, introducing you to other personnel and advising you about your resume or career choices. Also, you may want to send more information that would be helpful such as a pertinent reference letter, more detailed technical outline of your background, sample of your work, or industry related material.

The Power of a Simple Thank You Note¹

A simple thank you note after a job interview can yield considerable power and influence, and reflect very favourably on your candidacy for the position. Here are a few reasons:

- **In sending a thank you note, you show your interviewer common courtesy and respect**
- **Few job applicants send thank you notes; you automatically stand out if you do**
- **A thank you note gives you an opportunity to reiterate points that you made during your interview**
- **A thank you note lets you make points you forgot to make in your interview**
- **It is also a demonstration of your written communication skills**



Be sure to write your thank you letter immediately following the interview and submit it preferably the same day. It can make a much bigger difference than you might think, perhaps even the difference between the job going to you or someone else.

¹ Source: www.jobsearchtech.about.com (Accessed October 2008)

Thank You Letter Template

Your Name

Address
Phone Number
Email

Today's Date

Interviewer's Name
Company Name
Address
Phone Number

Dear (Interviewer's Name)

Thank the interviewer for taking the time to talk with you. Mention the day of the interview and job title. Keep your letter brief.

Express your interest in the company. Say that you want the job. Deliver a subtle sales pitch indicating why you think you're qualified for the job based on the interview, and what you can do for the company. If you forgot to mention something important, this is your second chance.

Mention topics that stimulated your interest and something to make you stand out in the interviewer's mind. For example, if you both had a laugh, mention how you enjoyed the moment. If a particular qualification grabbed the interviewer's attention, emphasize it.

Conclude with another thank you for the interview. Offer to provide more information. Say that you look forward to hearing from the interviewer again.

Sincerely,

Sign here

Your name
Your title

Sample Thank You Letter

Tom W. Hanks
517A Tranquille Rd
Kamloops, BC
V2B 3H3

February 7, 2008

Canadian Tire
100 Aberdeen Way
Kamloops, BC
Phone (250) 555-5555

Dear Mr.DeNiro:

Thank you very much for taking the time out of your busy day to talk with me about the Customer Service position. I enjoyed meeting with you and the rest of the management team on Monday. It was a highly informative, instructive interview. I never realized that Canadian Tire has over 5000 employees across the country.

Since I am a self starter by nature and a team player too, I like that you encourage individuals to take ownership of projects, but each can still count on team member support. It's the best of both worlds.

Enclosed is a copy of my revised resume. You will note that I have provided more details about my experiences with Dairy Queen – which I previously only touched on.

I feel confident that I would be able to contribute to your organization and believe that my qualifications are an excellent fit. Thanks again and hope to hear from you soon.

Yours Sincerely,

J. Hanks

Tom W. Hanks