

# Thank-You Letter

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## Fast Facts:

- A thank-you letter should be sent to employers you interviewed with and everyone else who has helped you in anyway during your job search, such as those who provided a reference for you or conducted an informational interview with you.
- Thank-you letters should be sent within 24-hours of an employment interview.
- Use thank-you letters as an opportunity to express your sincere appreciation, to reemphasize your unique qualities and qualifications, and to reiterate your interest in the position.

1234 Main Street  
Fort Collins, CO 80521

June 25, 2004

Ms. Jane Smith  
Manager, Human Resources Department  
XYZ Corporation  
4321 West College Avenue  
Fort Collins, CO 80526

Dear Ms. Smith:

Thank you for taking the time to interview me for the Management Trainee position with your organization on Thursday, June 24th. I really enjoyed talking with you and learning more about the position, touring the facilities, and meeting other employees.

I am very impressed with the high caliber of customer service satisfaction your company offers and feel I can contribute with my strong professional experiences working with customers and ensuring quality service. The many years I have worked in retail and restaurants have aided in understanding the need to be a good listener, mediating and problem solving, while ensuring customer satisfaction. Additionally, I have taken a wide range of courses at Colorado State University around diversity and cultures to assist in cross-cultural communication, which could be helpful with your customers.

I am very interested and excited in the opportunity to work as a Management Trainee with your organization. Thank you again for your time and consideration and hope to hear from you soon.

Sincerely,

(4 spaces)  
*Signature*

J. Marie Doe

Heading  
Your Address  
Date  
Employer Name & Title  
Employer Address

Paragraph 1  
Thank the employer for the interview and/or express appreciation for the courtesy and consideration extended to you. State the job for which you were interviewed, date of interview, and place where it was conducted.

Paragraph 2  
Reaffirm your interest in the position and company. Briefly summarize and highlight your skills and abilities to uniquely perform the job as described in the interview.

Final Paragraph  
Close with a suggestion for future action. Indicate that you will be available for additional interviews at the employer's convenience and restate your interest in the position.