

Format for Thank You Notes

Your Address

Date_____

Name

Title

Organization Name

Address

Dear Mr. or Ms. _____:

Opening Paragraph

As you begin, express your sincere appreciation. You may want to write something like: "I want to thank you very much for taking the time to interview me yesterday for the _____ position. I enjoyed meeting you and learning more about your organization."

You can also mention something that particularly impressed you about the interviewer or the organization, and/or about a particular aspect of the discussion you had with the interviewer.

Middle Section (usually one or two paragraphs)

- You may include one or more of the following:
- Reemphasize your strongest qualifications
- Draw attention to the good match between your qualifications and the job requirements
- Reiterate your interest in the position
- Use the opportunity to provide or offer supplemental information not previously given

Example:

My enthusiasm for the position and my interest in working for _____ were strengthened as a result of the interview. I believe that my education and practical experience are a good preparation for the job requirements, and am sure that I could make a significant contribution to the firm over time. I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek.

Concluding Paragraph:

Restate your appreciation, for example, "Again, thank you for the interview and your consideration."

Sincerely,

Your Signature

Your Typed Name

(telephone # - optional)