

Key Points

Thank You Letters

- Start the letter with “Dear Mr. / Ms. _____,”
- Thank the interviewer for meeting with you (in 1 sentence).
- Tell the interviewer that you really enjoyed meeting with them (in 1 sentence).
- Express your interest in the job (in 1-2 sentences).
- Briefly state one good reason why you are a good fit for the job (in 1-2 sentences).
- Give the interviewer your phone number and / or email so they can contact you (in 1 sentence).
- End the letter with “Sincerely, (your first and last name).”
- In total, your thank you letter should be approximately 5-7 sentences long.
- Ask someone (i.e. a parent, teacher, mentor, friend) to proofread your letter before you send it.
- Much of the information in your thank you letter may be the same as what you have stated in your resume, cover letter, and/or interview, but that is okay. For example, it is better that your phone number is written in several places so it is easy for the company to find.
- The thank you letter should be both sincere and professional.