

Thank You Letters

After the interview, it is a good idea to send a brief letter of thanks or email to the interviewer. Not only is this a courtesy, it also gives you one last chance to make a good impression. A thank-you letter should express your appreciation for the interviewer's time, making reference to your meeting. The letter can restate a few of your key qualifications as they relate to the job, and communicate your interest in the position. Finally, use a standard closing line like the one below to wrap up the letter.

Begin with a brief acknowledgement of your meeting.	<p>✉ Message</p> <p>To: donnarodriguez@abccompany.org From: jlongo@pic.net Subject: Thank you Date: December 12, 2010</p> <p>Thank you for meeting with me this morning to discuss the Buyer position at Tradewell, Inc. I would like to reiterate my interest in the position and in your organization.</p> <p>After meeting with you, I believe I am a strong candidate for this position, and can deliver the skills and experience you are expecting from your Buyer. In addition to my skills and experience, I have the enthusiasm and energy required to excel in this position.</p> <p>I look forward to hearing your decision regarding my application. Please feel free to contact me if you require further information.</p> <p>Sincerely, Joanna Longo</p>
Restate a few key strengths and skills related to the job.	
Express interest in hearing from the employer.	

- 1** | Imagine you had a job interview that went well. Write a letter to the interviewer thanking him/her for the opportunity you were given. Remember to restate your key accomplishments/strengths as they relate to the job.

- 2** | Imagine you had a job interview that did not go well. Write an email message to the interviewer thanking him/her for the opportunity you were given and expressing what you have learned from it.