

Anatomy of a Thank You Letter

Date (should be within 24 hours of your interview)

Interviewer's Name
Interviewer's Title
Company
Address

} If using a note card, omit these details. However, include this information if you are typing the thank you letter. See the notes at the bottom of this page for guidelines.

Dear Mr./Ms. Interviewer's Last Name:

FIRST PARAGRAPH

- Refer to interview date and thank interviewer for his/her time.
- Note something that was interesting or enjoyable that you learned during the interview.

SECOND PARAGRAPH

- Reiterate your themes or selling points and make connection as to how that would help the company.
- If you feel there was an unresolved issue or a question you didn't address, here's your chance.

THIRD PARAGRAPH

- Restate your interest in working at the company.
- Tell him/her you either look forward to hearing back or will follow up with him/her if instructed to do so.

Sincerely,

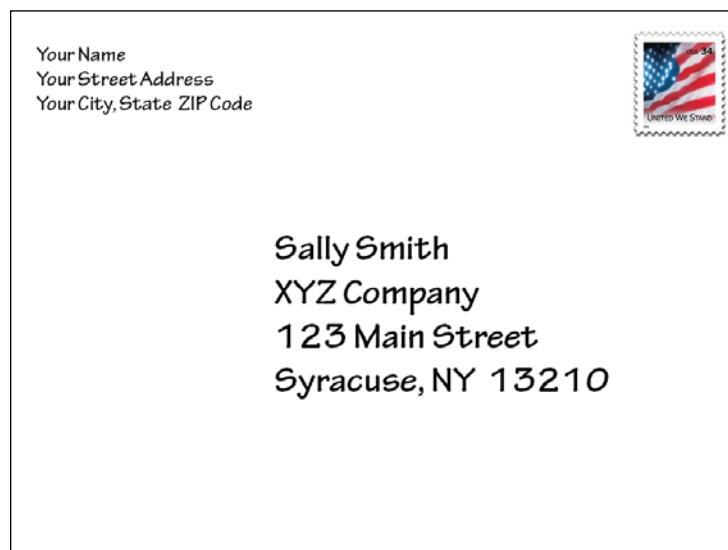
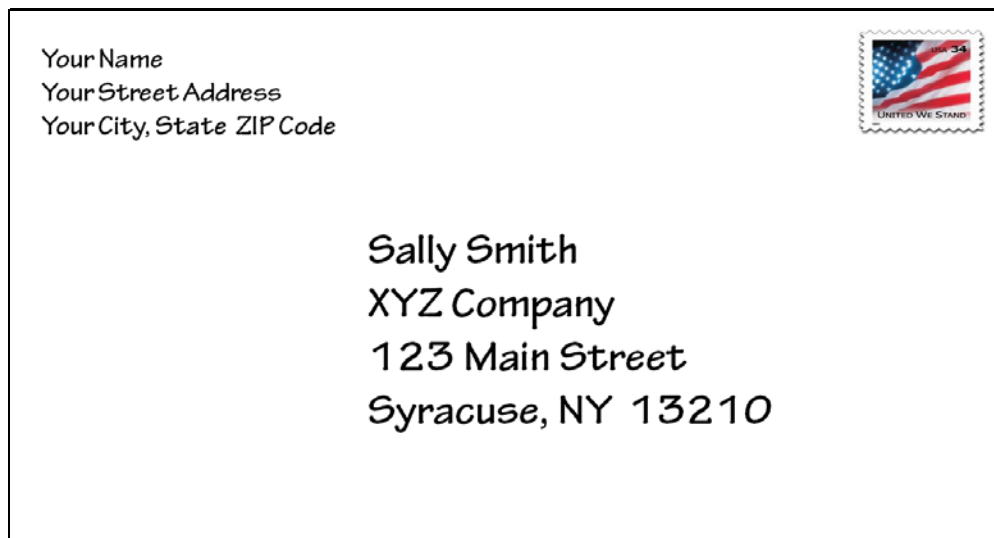
Your Name

(Don't forget to sign! If your signature doesn't obviously spell out your name, you can print your name underneath it.)

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- Thank you letters should be short (preferably no more than six to 10 sentences), to-the-point and timely.
 - A handwritten card or note is preferred.
 - If using a note card, select one with a graphic print, a monogram or the words "thank you" on it. Keep it professional and polished by staying away from cutesy (no field mice or unicorns, of course).
 - If your handwriting is not legible, you may type your note and add a personal handwritten note at the bottom of the letter.



How to Properly Address an Envelope



- If sending to an individual's address but not at a company, simply omit the company name line.
- If the envelope size makes it difficult to fit both your return address and the recipient's address, you may write your return address on the back flap.