



Thank You Letters

These are not optional; they are essential and employers expect them. They should be mailed or e-mailed within 24 hours after the interview. Thank you letters indicate that you are cordial and that you are grateful for the opportunity to interview. They also display your enthusiasm for the position you are seeking to attain. Thank everybody for the chance to interview, reminding them about the specific position for which you applied. Reiterate your interest in the position and the organization, and mention the key experiences, skills, and qualities you can bring to the organization that make you an ideal candidate for the position.

Sample 1:

10325 S. State Street
Orland Park, IL 60462
708-555-1111
kdoe@mailbox.com

March 10, 20xx

Kimberly Smith
Employment Recruiter
XYZ Corporation
123 S. Main Street
Oak Lawn, IL 60453

Dear Ms. Smith:

Thank you very much for interviewing me for the Public Relations Specialist position with your organization today. You and your colleagues provided me with a very warm reception and informative discussion.

My enthusiasm for working with your public relations department was strengthened as a result of our meeting. As mentioned during our conversation, my experience as the Community Communications Coordinator for my campus newspaper has prepared me extensively for the type of work required of this opportunity. In particular, the position has helped me to develop strong communication, teamwork, creativity, and problem-solving skills, all of which I hope to contribute at XYZ Corporation.

Once again, I wish to reiterate my genuine interest in the position and your organization. If you have any questions, please contact me at 708-555-1111 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe



Sample 2:

123 S. Main Street
Oak Lawn, IL 60453
708-555-5555
kdoe@mailbox.com

March 10, 20xx

Melissa Smith
Nurse Recruiter
Johnson Memorial Hospital
7890 W. Park Street
Oak Forest, IL 60452

Dear Ms. Smith:

Thank you very much for interviewing me today for the Intensive Care Registered Nurse position at Johnson Memorial Hospital. You and your colleagues provided me with a very warm reception and informative discussion.

My enthusiasm for working with your organization was strengthened as a result of our meeting. As mentioned during our conversation, my experience as a Patient Care Associate on a Geriatric Intensive Care Unit has given me considerable exposure to the medical knowledge and interaction with patients' families required of this opportunity. In addition, my exemplary teamwork qualities and excellent communication skills would enable me to make a strong contribution to the position and your hospital. Furthermore, the position is congruent with the type of career experience I am seeking.

Once again, I wish to reiterate my genuine interest in the position and your organization. If you have any questions, please feel free to contact me at 708-555-5555 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe



Sample 3:

123 S. Main Street Oak Lawn, IL 60453
708-555-1111
kdoe@mailbox.com
March 10, 20xx

Melissa Smith
Assistant Superintendent
Fairview School District 123
7890 W. State Street
Fairview, IL 60404

Dear Ms. Smith:

Thank you very much for interviewing me for the Third Grade Teacher position with your school district today. You and your colleagues provided me with a warm reception and informative discussion. My enthusiasm for working with your district was strengthened as a result of our meeting, and the opportunity is congruent with the type of teaching experience I am seeking.

As mentioned during our conversation, my experiences as a Teacher's Aide and as a Tutor have prepared me extensively for the type of work required of an elementary school teacher and have made me keenly aware of how to motivate students to succeed. In addition, given my special training in aspects of RtI, DIBELS, and STEM initiatives, I would feel confident in applying activities associated with those programs into my classroom. Furthermore, my extensive background as a student leader in extracurricular activities would make me a strong fit to advise student organizations and, thus, allow me to serve as a versatile contributor to the district.

Once again, I wish to reiterate my genuine interest in the position and your organization. If you have any questions, please contact me at 708-555-1111 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe



Sample 4:

123 State Road
Orland Park, IL 60462
708-555-1111
kdoe@mailbox.com

March 10, 20xx

Melissa Smith
Assistant Superintendent
Fairview School District 123
7890 W. Main Street
Fairview, IL 61432

Dear Ms. Smith:

Thank you very much for interviewing me for the Speech-Language Pathologist position with your school district. You and your colleagues provided me with a very warm reception and informative discussion. My enthusiasm for working with your district was strengthened as a result of our meeting, and the opportunity is congruent with the type of experience I am seeking.

As mentioned during our conversation, my experiences as a Speech Assistant and as a Student Clinician in educational settings have prepared me well for the type of work required of a Speech-Language Pathologist in a school environment. Moreover, my extensive experience serving clients with autism has equipped me to proficiently serve that population, which is prevalent in your special education program. In addition, my positive interpersonal qualities, proficient analytical abilities, and strong communication skills would make me an ideal candidate for the position. Furthermore, my willingness to eventually assist with your mentoring program for aspiring special educators would enable me to serve as a versatile contributor to your district.

Once again, I wish to reiterate my genuine interest in the position and your district. If you have any questions, please feel free to contact me at 708-555-1111 or kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe