

## Create an Interview Thank You Letter

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SAMPLE

Your Street Address  
City, State, Zip Code

Your Phone Number  
Your Email Address

Today's Date

Mr./Ms. <First Name> <Last Name>  
Company Name  
Street Address  
City, State, Zip Code

Dear Mr./Ms. <Last Name>:

Thank you for taking the time to discuss the <name of the position> with me. After meeting with you, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took time to meet with me. I enjoyed getting to know more about <name of company>. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Your First & Last Name

**Independent Living Program Activity Card**

**Category: CAREER**

**Activity: Create an Interview Thank-You Letter**

**Proficiency  
Certificate  
Eligible**

**Description:** The objective of this assignment is to help you develop your job seeking skills by finalizing the interview process with a thank you letter. A thank-you letter after an interview will help the prospective employer remember you and will show that you have a serious interest in the job. Create an Interview Thank-You Letter using the sample provided, but feel free to use other resources if needed. You will need to type up your letter as if you were presenting it to a prospective employer.

**Total Dollars Earned:**

\$

(ILP Use Only)

You may earn up to \$5.00 ILP dollars for completing this assignment.

**Date:** \_\_\_\_\_

_____ Youth Signature	_____ Group Home (If Applicable)
_____ Print Name (Youth)	

**Receipt**

(ILP Use Only)