

Interview Thank You Letter

Your Name
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Interviewer Name
Interviewer Title
Interviewer Name of Organization
Interviewer Address
Interviewer City, State, Zip Code

Subject: Thank you for the *[Job Title]* interview on *[date]*

Dear *[Mr./Ms. Last Name]*:

Thank you very much for your time today *[or yesterday or the date]* to interview me for the position of *[job title]*. I appreciate the opportunity to learn more about this job, to meet you, & *[names of other interviewers]*, and to see your facility *[or offices, location, etc]*.

[Reference anything you said that seemed important to the interviewer, this will remind them who are & reference them to the content discussed in your interview.]

[Reference the "connection" you may have made, like: I enjoyed finding someone else who attended XYZ College, or I'm glad to meet another fan of ABC Football team.]

As we discussed, I have *[months or years]* of experience with *[technology, tools, construction or quality you have that seemed most important with job you were interviewing for]*. With my background and experience, I believe that I would be an asset to your company.

I am excited about this opportunity to join *[organization name]*. Please do not hesitate to email or call me if you have any questions or need any additional information.

I look forward to hearing from you.

Best regards,

[Your name]
[LinkedIn Profile URL]
[Phone number]
[Email]