

Sample interview thank you letter tips and example

A thank-you letter can help you seal the deal after an interview. This sample shows how you can craft a thank-you note to boost your candidacy.

Even if you think an offer is in the bag, you can always improve your chances of getting the job if you send a thank-you letter. Your letter should reiterate your core strengths and emphasize the value you offer. You can even squelch any concerns the employer raised about your qualifications and add important information you didn't get to discuss in the interview.

Send Your Thank You Notes ASAP

Remember that you are probably not the only person who was interviewed. And, you want to be remembered positively, cementing a good impression on the people who interviewed you.

This means that you need to send your thank you notes as soon as you can after the interview, preferably within twenty-four hours.

Check out this sample thank-you letter:

John Smith
14 Elm St. | Sometown, CA 55555 | 555-555-5555 | john@somedomain.com

[Date]

Ms. Amy Lin
Manager
ABC Company
1 Corporate Way
Sometown, CA 55555

Dear Ms. Lin:

Thank you for meeting with me this morning to discuss the executive assistant position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

I know what it takes to run a busy and successful insurance office. In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service. My last supervisor said, “John is one of the hardest-working employees I have known. His friendly and professional customer-service skills helped the firm achieve a 20 percent revenue increase last year, and I couldn’t have done it without him.”

I don’t see the executive assistant role as a punch-the-clock, 9-to-5 job; I will be your “right hand”—helping you manage the day-to-day operations, volunteering for special projects, and ensuring the company is positioned for growth and increased profitability.

Again, thank you for considering me for this exciting opportunity. As you requested, I’m enclosing a list of professional references. Please feel free to call me if you need additional information, have any questions or would like to offer me the job! Thank you for your time, and I look forward to hearing from you.

Sincerely,

John Smith

Enclosure: List of References

John Smith
14 Elm St. | Sometown, CA 55555 | 555-555-5555 | john@somedomain.com

[Date]

Ms. Amy Lin
Manager
ABC Company
1 Corporate Way
Sometown, CA 55555

Dear Ms. Lin:

Thank you for taking the time to speak with me yesterday about the staff writer position with Business News Daily.

It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company. After our conversation, I am confident that my skills and experiences are a great match for this opportunity.

I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Sincerely,

John Smith

Enclosure: List of References

Your street address
Your City, State and Zip Code

Date of the letter

Name of the Recipient
Job Title of the Recipient
Name of the Employer
Employer's Street Address
Employer's City, State and Zip Code

Dear Mr./Ms. Last Name:

Thank you very much for the opportunity to interview for the position of *[job title]* yesterday*[or today, if appropriate]*. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong *[whatever]* skills, and I have extensive experience with *[whatever technology or tool that is important to the job and that you have experience using]*. In addition, in my current *[or former]* job as*[names or type of employer in your past]* has provided the opportunity to polish my skills in*[whatever]* and *[whatever]* needed for your *[job title]* position.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week *[or whenever they said they would be in touch]* and hope to join your staff soon.

Best regards,

[your name]
[Your tagline, like "eCommerce Customer Support Specialist"]
[Your job search email address]

After the Thank You's Are Sent

If you don't hear from them for a couple of weeks longer than you expected, don't panic. MUCH could be going on that has nothing to do with you at all. But [do reach out](#) to see what is happening

Do NOT contact them daily -- or even weekly -- for a decision. And, NEVER suspend your job search while you wait for a decision from an employer, even if the job is your dream job.