



Reaching Beyond THE EDGE

Monthly Career News & Advice from Dennis Partners

Job Interview Thank You Letter Writing Tips

Tips for Saying Thank You after an Interview
By [Alison Doyle](#)

It's always important to say thank you after a job interview and after a second interview as well. It's also important to thank everyone you interviewed with and everyone who assisted with your job search. Here are some tips on who you should thank and the best way to thank them.

Make an Impression - According to the York Technical Institute, less than 4% of applicants send thank you notes, so, use your letter as a way to stand out from the crowd and make a good impression.

What You Didn't Say - If there was something that you wish you had mentioned during the interview, here's your chance to say it by including it in your thank you letter.

Thank You Letter Basics - Each thank you letter should include a thank you for the interview, your interest in the job, your qualifications and skills, and a final thank you.

Short and Simple - Keep your thank you letters short and simple, but do use the letter to reiterate your interest in the job, your enthusiasm for the company and to sell yourself as the ideal candidate.

Read the entire article [here](#) for more tips.

News From Our Website

➤ [You Didn't Get the Job?](#)

Send a Thank You letter anyway! Read [The Biggest Mistake After a Job Rejection](#), to see how a simple thank you letter could turn into your next opportunity!

Other articles of interest:

[Don't Make These 5 Mistakes](#)

[How to Say Thank You After a Job Interview](#)

[Thank-you letters | follow up](#)

[Sample Thank You Letter](#)

Ms. Jane Smith
Director Regulatory Affairs
ABC Company
1 Corporate Way
Sometown, CA 55555

Dear Ms. Smith:

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

We discussed my 15 years of experience in the pharmaceutical industry. I appreciate your interest in how the combination of my achievements in strategy, development coupled with my extensive FDA interaction is a valuable combination that can benefit your organization. What we did not have a chance to fully cover is my competitive drive, initiative, and reliability in accomplishing goals. I hope you got some sense of these innate abilities from our conversation.

I don't see the Associate Director Regulatory Affairs position as a punch-the-clock, 9-to-5 job; I will be your "right hand" -- helping you manage the day-to-day operations and ensuring the company goals and objectives are met and surpassed.

I felt the excitement from you and your team at ABC Company. I would like to join you in building upon what ABC Company has achieved thus far. I believe my background, collaborative leadership, and self-starter attitude make me well suited to meet the requirements of the position of Associate Director Regulatory Affairs. Regardless of the outcome of your search, I thank you for your consideration. Please contact me if you have any questions while making your decision.

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

