



Thank You Letter Guide

PURPOSE

Following an interview, **ALWAYS** write the interviewer a thank you letter. This letter should be sent within 2 business days to express your appreciation for the interview. The purpose of the letter is to:

1. Show appreciation for the employer's interest in you and the opportunity to interview.
2. Reiterate your enthusiasm/interest in the position and in the organization.
3. Remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your thank-you letter.
4. Demonstrate that you have good manners and know to write a thank-you letter.
5. Follow up with any information the employer may have asked you to provide after the interview.

FORMAT

Thank-you letters can be typed, handwritten or e-mailed. Typed letters are the most formal, whereas handwritten are more personal. E-mail is appropriate when that has been your means of contact with the person you want to thank, if your contact has expressed a preference for e-mail or if there is a tight timeline in which the interviewer will make the hiring decision. The format of the letter is not as important as is the fact that you take the time to write a proper thank you note.

SAMPLE THANK YOU LETTER

Dear Mr. Jones,

Thank you so much for the opportunity to interview with you for the Management Trainee program at Target. I truly appreciated your time and I found our meeting both enjoyable and informative.

After meeting with you, I am even more excited about this potential opportunity. My education at St. Norbert College and my previous experience working in retail make me a good fit for the Management program. In addition to my enthusiasm, I will bring to this position my leadership skills, the ability to work with a variety of people, my bilingual skills in English and Spanish and a strong work ethic. Through my experience studying abroad in Spain I gained a strong appreciation of diversity and flexibility to adapt quickly to new situations. I believe my three years of retail experience has given me the confidence and ability to eventually manage my own store. Through my participation on the St. Norbert College soccer team, both as a player and captain, I have demonstrated my ability to successfully manage multiple responsibilities.

Thank you again for taking the time to interview me today. I would welcome the opportunity to become a staff member at Target and believe I would be a strong contributing member to this outstanding organization. Please contact me if you have additional questions. I look forward to hearing from you soon.

Sincerely,

Natalie L. Knight