



# Interview Thank-You Letter

After an interview it is important to send a thank-you letter to each interviewer. The letter can help you get hired by giving you one more chance to tell the interviewer why you are the best candidate.

It gives you another chance to mention your skills and qualifications that match the position.

Sending a thank-you letter helps you stand out from the crowd.

It shows the interviewer your strong interest in working for their company and your good manners.

## Types of Thank-You Letters

### 1. Hand Written Card

- A personal touch, which can help you stand out. In today's computer age, everyone likes to get a hand-written thank-you note.
- Practice writing what you want to say on a scrap piece of paper first and later transfer what you've written to a blank note card.
- Can be written right after your interview and left with the receptionist or can be hand delivered later.

### 2. Business Style Letter

- A better choice if you do not have neat hand-writing.
- Choose good quality stationery that is simple and professional.
- Use business letter format
- Keep the contact information consistent. Use the same format and font as on your resume.
- Be sure to sign the letter.
- Hand-deliver within 24 hours of the interview to help you stand out.
- If you can't hand-deliver the letter, you can fax, mail or e-mail it.

### 3. E-mail

- Less formal — should be used if you know the employer will make a decision very quickly.
- Make sure you collect the e-mail addresses before leaving the company.

## WHAT TO INCLUDE IN THE LETTER:

### 1st Paragraph:

Thank the interviewer for the chance to be interviewed. Name the position and the date of your interview.

### 2nd Paragraph:

Remind the interviewer of any important information that makes you the best person for the job.

### 3rd Paragraph:

Tell the employer that you are interested in joining the company. Let them know you are