



THANK YOU LETTER

STRUCTURE AND CONTENT

- The thank you note can make a critical difference in your candidacy and help you stand out among other candidates.
- Prepare your thank you note on a professional note card. Ensure that your handwriting is neat and legible. It is also acceptable to send your thank you note via email. However, post mail often conveys a more personal touch.
- The letter should be addressed to the person with whom you interviewed. Ask for your interviewers' business cards, or write down the interviewers' titles and the proper spelling of their names before leaving the interview site. If there were a number of interviewers, send a customized thank you letter to each individual.
- Keep your letter brief and concise. Mention the date of your interview and affirm your continued interest in both the position for which you interviewed and the organization.
- Reiterate your most important skills and qualifications, how you expect to contribute to the organization, and any unique points of interest discussed during the interview. You may also add any details or skills you forgot in the interview, and you can also attempt to ease any reservations you heard from them.
- Express your appreciation for the opportunity to interview, tour the facilities, meet other employees, and confirm follow up procedures.
- Supply any additional information that was requested at the time of the interview.
- Send your thank you letter within 24 – 48 hours following the interview.

SAMPLE

Dear Ms. Smith,

Thank you for the opportunity to interview with you on Friday, March 24. I appreciated the company tour and meeting with a number of your staff. The Account Representative position we discussed is an excellent opportunity for which I feel uniquely qualified.

As we discussed, my background in sales will enable me to interact effectively with both physicians and pharmacists. Not only would I be able to discuss the unique aspects of your products, I understand first hand from my internship experience the importance of marketing strategies and building relationships, while also meeting deadlines.

Thank you again for interviewing me for this exciting position. I look forward to hearing from you soon.

Sincerely,

Jill Jones