



Thank You Letters

Interview Follow-up Letter

The importance of responding to the interviews you are granted cannot be overemphasized. Many employers consider these follow-up letters in measuring your interest in their organization. In addition, follow-up letters are another way of keeping your name fresh in the employer's mind.

Thank You Letter

After you have an interview, it is strongly recommended that you send a thank you letter to the recruiter/interviewer expressing your appreciation for the interview and stating your extreme interest in at least one or two aspects of the company or the position that you discussed in the interview. At this time you may also supply any additional information or material that was requested during the interview. Close your letter by expressing interest in the position and/or organization, and thank the interviewer again for his/her time and consideration. Be sure to individualize your letter. Be sure to use correct spelling of both company/institution and interviewer names.

Approximately five to ten days after the prospective employer has received your thank you letter, you may want to call the employer to again relate your interest in the organization. This call verifies your concern and sincere interest in the company/institution, and it also serves the purpose of keeping your name fresh in the employer's mind.

Sample Thank You Letter

1234 West Grand Avenue
Chickasha, OK 73018
December 4, 2004

Ms. Rebecca Clark
Director of Personnel Relations
ABC Marketing, Inc.
9876 College Place
St. Paul, Minnesota 55133

Dear Ms. Clark:

I want to express my appreciation to you for the information and consideration you gave me on Friday, December 3, during our interview concerning the position as sales representative for ABC Marketing, Inc. I was especially impressed with the training program for sales and the opportunities for professional development for sales representatives, which we discussed.

Enclosed is the copy of my transcript, which you requested. If you need any additional information that will enhance my opportunity to work for ABC Marketing, I will promptly send it to you. Ms. Clark, I am truly interested in the position as sales representative, and I hope that you will allow me the opportunity to prove my abilities.

Thank you for your time and consideration, and I look forward to hearing from you soon.

Respectfully,

Shanon L. Miller

Sharon L. Miller

Enclosure