



## Thank-you Letter Layout

### *What to include in your Thank-You Letter*

A Thank You Letter is a respectful and courteous way to express your gratitude to the person/ persons who interviewed you and for taking the time to do so.

### *Why send a Thank You Letter?*

- It's a way to remind them why you are the best candidate for the job.
- It's a good way to move to the top of the list of prospective candidates for the job.
- Worth the time, quick and easy.

### *Tips*

- If you have an interview by phone or in person, you should always send a thank-you letter.
- Less than 10% of interviewees ever follow up with a thank-you letter so doing so can help you stand out from the crowd.
- Write a letter for each interviewer. Get their business cards, or for phone interviews, ask the names of the interviewers before the end of the interview.
- Some employers think less of those interviewees who fail to follow-up promptly (within 24 hours).
- A typed business letter, an email or a handwritten card are all acceptable. Studies show there is no statistical difference in the outcome for each. Take into consideration the personality of the organization and the rapport you felt during the interview.
- It is okay to use a sample thank you letter as a starting point; just be sure to customize it so that it is uniquely yours.
- Include a paragraph that reiterates your strengths and unique qualifications for the job.
- Use quality note cards or matching business paper and envelope. If typed, use a simple, professional font.
- The greeting and closing should be formal and respectful. If the letter is typed, sign your name in ink as well.
- Proofread and then do it again. Make sure it is free of typos and grammatical errors. Have at least one person proofread your letter.