



Hornet Hub Resource Center: Sample Thank You Letter

This is one of the most important, yet least used, tools in a job search. It is used to establish goodwill, express appreciation, and/or strengthen your candidacy. The basic rule of thumb is that everyone who helps you in any way during the interview process gets a thank-you letter. When used to follow up on employment interviews, thank-you letters should be sent within 24 hours to everyone who interviewed you. (Not possible or appropriate to send a thank-you letter to everyone you met during the interview? Send a thank you to your host and ask that he or she extend your appreciation to the group.) Also, be sure to send thank-you letters to each of your contacts who granted you information interviews and to people who provided references for you.

- Express your sincere appreciation.
- Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.
- Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given.
- Restate your appreciation.

SAMPLE

2913 Baxter Rd.
Virginia Beach, VA 23465

February 11, 2016

Dr. Foster Walker, Director
Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Ave.
Newport News, VA 23607

Dear Dr. Walker,

Thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interested in working for AES were strengthened as a result of the interview. My education and cooperative education experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. Your provide the kind of opportunity I seek. Please feel free to contact me at 804/555-5555 or r-rameriz@xyz.com if I can provide you with additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Robert Rameriz