

Thank-You Letter Model

Your Present Address
City, State Zip Code

Date

Contact's Name
Title
Company Name
Address
City, State Zip Code

Dear Mr./Ms. (Contact's Last Name):

In the first paragraph, state when and where you had your interview. Thank the interviewer for his or her time, and reaffirm your interest in the organization.

In the second paragraph, mention something that particularly appeals to you about the prospect of working for them. Also, reinforce a point or two in support of your application.

If after the interview you thought of something you wish you had said, the third paragraph of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.

In the last paragraph, thank the employer for considering your application and ask for further communication.

Sincerely,

Your Handwritten Signature

Your Typed Name

Thank-You Letter Sample

7606 Cape Cod Circle
Denver, CO 46250
October 1, 2015

Ms. Betty Smith
Director of Human Resources
Clayton Advertising, Inc.
345 Center Drive
Waco, TX 76710

Dear Ms. Smith:

Thank you for meeting with me last Thursday, September 30, to discuss the position of copywriter at Clayton Advertising, Inc. I was quite impressed with the enthusiasm you displayed for your company's future and the helpfulness of your office personnel. Learning about Clayton's present media campaign for the Texas Music Company was exciting and demonstrated your creative approach to advertising. Clayton Advertising is a company with which I want to be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with *The Waco Tribune-Herald*. As I stated at our meeting, I enjoyed the challenge of a competitive environment in which success is based on achievement.

Since our meeting I have received the College Reporter's Award for an article of mine published in *The Baylor Lariat*. This is my first national award, and I am quite encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing from you soon.

Sincerely,

Your Handwritten Signature

Your Typed Name