

WRITING A THANK YOU LETTER

WRITING A THANK YOU LETTER THAT SELLS

Thank you letters serve many purposes: They reinforce your interest in a specific position, correct a first impression and build on the relationship you've already established with the interviewer. Your thank you letter should be emailed, faxed, mailed or dropped off within 24 hours of your interview. The letter should be in a professional business format. Below is a four-part structure to help you get more mileage from your message:

1. Tell the interviewer how much you enjoyed meeting him or her.
2. Express your enthusiasm for the company and position.
3. Reiterate a specific selling point that was discussed in the interview.
4. Establish your next point of contact.

Remember, it is very important to sound genuine and sincere, and that requires a personal touch. Below is a sample thank you letter:

January 1, 2004

Mr. John Brown
Director of Human Resources
Company Name
Address

Dear John,

Thank you for taking the time out of your busy schedule to meet with me today. It was a pleasure meeting you and hearing about the future growth and expansion plans for XYZ Restaurants. I am very excited at the prospect of joining you as one of your results-oriented managers.

I believe my strong management background, local marketing ability, motivational and leadership skills, as well as my success in cost control, will lead to a long and successful career with XYZ Restaurants.

I look forward to talking with you in the next few days. If any additional information will be helpful regarding my candidacy, please do not hesitate to call me.

Again, thank you for the opportunity.

Sincerely,
Jane Smith