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## Thank You Letters Explanation and Example

Sending thank you letters is an essential part of any job search. Send letters to those who provide information, advice, or referrals during your job search; even someone who offered advice during a telephone conversation. Most important, a letter should be sent after every job interview.

Write the letter as soon as possible to give it the greatest impact. Remind the reader of what was discussed, and comment on how you plan to act on the information, advice or referral you received. After a job interview, you might include something relevant about your qualifications that you neglected to mention in the interview.

Managers who must choose between two good candidates have been known to make their hiring decision based on which candidates sent a thank you letter. Remember, your professional presentation during the job search is often the only indication a manager has of how you will present yourself on the job.

### Quick Tips:

- Write and send a thank you letter soon after the interview (within 24 hours)!
- Use the same heading (contact information) from your résumé.
- Refer to something you learned about the company or position.
- Include something you forgot to mention in the interview.
- Reinforce the most important aspects of your qualifications.
- Restate your interest in the position.
- Show confidence and enthusiasm.

### THANK YOU LETTER EXAMPLE

#### Chris Williams

817.123.4567 • [cwilliams@mavs.uta.edu](mailto:cwilliams@mavs.uta.edu)

November 2, 20XX

Ms. Jane Baxter, Vice President  
Texas Commerce Bank  
25 South Street, Ft. Worth, Texas 76052

Dear Ms. Baxter:

It was indeed a pleasure meeting with you yesterday to discuss opportunities in commercial banking. Your planned expansion is most interesting, especially your ideas concerning outreach to small businesses.

My experience working for several small service businesses in Dallas while completing my degree has made me particularly sensitive to the unique needs of small business owners. As you learned from our conversation, I have also worked as a bank teller and understand the bank's commitment to customer service.

I remain very interested in the commercial banking representative position. I am confident that my skills and experience would be a valuable addition to your team. I look forward to hearing from you soon.

Sincerely,

Chris Williams