

Insert
Career
Center Logo
Here

9 Thank You Letter Tips

After your interview, be sure to write a thank you note to the employer or interviewer. This is very important because a thank you note gives you one more chance to remind the employer about the special skills that you can bring to the company.

1. Neatly type the note.

2. Address the note to the person/people who interviewed you.

3. Keep it short. (No longer than one page.)

4. First paragraph: Thank the employer for the interview. Also, mention again that you are interested in the position.

5. Second paragraph: Briefly state a few of your skills without repeating the information on your resume word for word. At this point, you can include any important information not mentioned at the interview.

6. Third paragraph: Provide your contact information, telephone number with area code, and an e-mail address, if available.

7. Sign the note with your first and last name.

8. Proofread the note to check for spelling or grammar errors. Ask someone else to proofread the note.

9. Mail the note within two to three days after your interview.