

## Thank You Letters

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A well written thank you letter helps you stand apart from the crowd. It thanks the interviewer or job search contacts for what they did, and at the same time, puts your name in front of the employer again. The extra effort in writing a thank you letter shows that you are someone that will take time to show appreciation for the efforts of others.

Follow up quickly. Send a letter the same day if possible.

May 30, 2007

LaKesha Townsend  
Personnel Director  
Dexter Manufacturing Company  
Wichita, KS 67214

Dear Ms. Townsend:

Thank you for interviewing me last Wednesday for the position of Line Quality Inspector. I believe Dexter Manufacturing Company and I have a lot in common!

The information you provided about your community was very helpful. Relocating to such a beautiful area is very appealing.

As you requested, my references and transcripts are enclosed. I look forward to meeting with you again. Until then, don't hesitate to call me with any further questions regarding my candidacy for this position.

Sincerely,

LaRone L. Wright  
268 6<sup>th</sup> Ave.  
Wichita, KS 67214  
(316) 222-1111

Indicate specifically the reason for the thank you.

A thank you letter should be short and friendly. Be sure to use proper grammar and correct spelling.

Always include a daytime telephone number.

Let them know that you are available at their convenience and you are happy to supply any information needed.

A personal letter can be handwritten. If your handwriting is not neat and legible, type it.

### Sample Thank-you Letter

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C/O Personnel/Human Resources/or name of HR/Personnel in known (call)  
Company Name  
Company Address  
City, State, Zip

Mr. /Ms. (Name of Personnel/Human Resources):

Thank you for the opportunity I had to visit with you about (company name) on (date). I felt that I learned (some specific things that stood out to you) about (the position) and how my skills and abilities might be able to assist (company name) to achieve its goals for success. I feel that I would be an asset in this position because (your attributes).

Again, thank you for your time. You can reach me at (your phone number) and/or I will be checking back with you.

Sincerely,

(Your signature here)

**\*REMEMBER: FOLLOW UP, FOLLOW UP, FOLLOW UP!\***

