

# THANK YOU LETTERS

## What is a Thank You Letter?

The thank you letter is written after the interview to acknowledge the interviewer's time and restate your interest in the position for which you are applying. This is a great way to distinguish yourself from other candidates and ensure the interviewer remembers you. Address the letter to all employers that interviewed you.

In the letter, restate your interest in the position and mention the time and date when the interview took place. This is an opportunity for you to mention anything positive that happened during the interview, and show your enthusiasm for the position. The thank you letter should be sent within 24 to 48 hours after your interview takes place.

## EXAMPLE THANK YOU LETTER

Your Address

Date

Inside Address (Always use individual's name)

Dear \_\_\_\_\_:

I appreciated the opportunity to speak with you on December 12<sup>th</sup>, 2006 regarding the position of Resident Life Coordinator. The information that you shared with me about Capital Youth Programs was interesting and exciting. I look forward to the opportunity to apply my knowledge and skills to this position. I am confident that my experience as a youth facilitator and my educational background in child and youth studies makes me a qualified candidate for this position.

I would be happy to provide you with any further information. I look forward to hearing from you soon.

Sincerely,

(Written signature)

Your name typed