

Thank You Letter

Thank you letters are documents that express your appreciation to the person / people for the time they took to interview you and consider your candidacy. As is the case with your cover letter, **do not simply copy the wording from the sample below. Use your own words!**

Hints

- Make it very brief
- You can send a thank you card if you feel comfortable doing so. Generally, the more personal relationship you have with the interviewer, the more acceptable a thank you card will be.
- They are “required”. If you don’t do one, people will remember.
- Send your thank you letter within 24 hours of your interview.
- Note the date of your interview in your letter. It will help the recipient remember who you are.
- Re-state your strong interest (if you have one) in the position and highlight your qualifications once again.
- Thank everyone by name with whom you interviewed. Individual letters aren’t necessary but individual recognition is!
- Despite the popularity of email, sending a thank you letter via email is inappropriate. Doing so is too impersonal. Take the time to write and mail a letter.

Your Address

Should include your complete street address, city, state and zip code, NOT YOUR NAME, followed by the date after two blank lines.

Mailing Address

Should include the complete name, title and address to whom you are sending the letter.

Salutation

Dear Dr. / Mr. / Ms., etc. and their LAST NAME.

First Paragraph

Express your sincere appreciation; naming all people with whom you interviewed and the position for which you interview

Second (and sometimes third) Paragraph

Reemphasize your strongest qualifications and how you meet the requirements of the position. Draw attention to the match between you and the job. Show how your past work experience matches the job for which you are applying.

Closing Paragraph

Reiterate your interest in the position and offer to provide an additional information if needed. Restate your appreciation.

Closing

A simple “Sincerely,” followed by some blank lines for your signature, followed by your full name.

1401 AnyStreet
AnyTown, AnyState 00011

January 23, 2013

Dr. Wonderful Employer
Assistant Superintendent – Great School District
111 Street
AnyTown, AnyState 11111

Dear Dr. Employer:

Thank you very much for the opportunity to interview for the **Special Education Teacher** position with your school district on January 12, 2013. I enjoyed meeting with you and Ms. Employer#2, and I especially enjoyed learning more about the challenge and opportunities this position has to offer.

My enthusiasm for the position has been strengthened considerably as a result of my interview with you, and I am confident my education and experiences continue to match those required of your posted position. As you may recall from my interview, my experiences as a student teacher with the Marquette School District and my volunteer experiences have given me the knowledge necessary to meet the growing demands of this position and your school district, and I am confident I will be able to make significant contributions to your students

I would like to take this opportunity to reiterate my very strong interest in the position and in working with you and your staff. Please feel free to contact me at (OUR PHONE NUMBER) if I can provide you with any additional information. Again, thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Marvin A. Student