

# Writing the Perfect Thank You Letter

## Part One:

- Thank the interviewer.
- Mention the position you applied for.
- If you interviewed with a recruiter or someone else who may have had many recent interviews, you may want to specify the date of your interview.
- Make a personal connection with the interviewer.

## Part Two:

- Mention how your skills, experience, strengths, personality traits and/or achievements meet their requirements.
- Explain how you can help them, based on a specific situation mentioned in the interview.
- Mention any skills or experience you may have forgotten during the interview.

## Part Three:

- Enthusiastically state your desire for the position.
- Address the next steps (based on what was discussed in the interview).
- (Unless directed otherwise) State when and how you will follow up with the employer, e.g., "I will check back with you by phone in two weeks."

## General Tips:

- Proofread, proofread, proofread! Then ask someone you trust to proofread it for you.
- Spell your interviewer's name correctly.
- Keep it professional and relatively formal.
- Mail your letter promptly, preferably within 24 hours.
- Make sure your contact information is on the letter.
- Follow through with any commitments you make in the letter.
- If you need help formatting your letter properly, this article is very helpful: <http://www.writeexpress.com/perfect-thank-you-letter.html>