



Career Services

Thank-You Letters

THE INTERVIEW IS OVER AND YOU CAN RELAX, RIGHT? WRONG!! NOW THE FINAL TOUCH-THE THANK YOU LETTER OR NOTE.

Always write a thank you letter or note **no** later than 24 to 48 hours after the interview. The thank you letter/note is an opportunity to again sell your qualifications and to bring your name before the interviewer one more time. It is also an opportunity to reemphasize your most important qualifications for the position and note anything that you can enhance upon that was not discussed fully in the interview.

If you had a panel interview, send each person an individual note or send a single thank you to the key person for distribution. Address each by his/her title.

A handwritten note on a note card is acceptable, or a typed letter can be used to provide a sample of your clerical ability. Either one will serve the purpose of helping you make an impression and give the interviewer a positive written record of your professionalism.

In letter, note the position you interviewed for, and also the date of your interview. You should offer to come in for another interview or provide any additional information if needed. Include how you plan to follow-up.

Basic Parts of a Thank-You Letter

1. Statement of appreciation
2. Expressions of interest in the job
3. Brief restatement of qualifications/skills
4. An opportunity to add additional information you failed to mention
5. Final "thank you"
6. Date and time you will follow-up as previously agreed

The thank you letter must be grammatically correct and error-free. When done correctly, this could put you a cut above the competition!

Even if things did not go well on the interview, you should still write a thank you letter. It lets the interviewer know that you appreciate their consideration and you would be interested in future opportunities.

You should also notify your references that they may soon be getting a telephone call from your prospective employer. Be sure to coach them on what you would like them to emphasize.

Remember: A thank you letter reminds an employer of your interest, qualifications, and willingness to go the extra mile to accomplish a task!

WILL YOU GO THE EXTRA MILE TO GET THE JOB?

Sample Thank-you Letters

The sample Thank-You letters are in Microsoft Word format. If you do not have Microsoft Word, you may [download the free Word Viewer from Microsoft](#).

- [Thank-you Letter Format with Tips](#)
- [Sample Thank-you Letter](#)
- [Another Sample Thank-you Letter](#)

Resignation Letters

Eventually, the time will come when you may want to resign from a position. When resigning, it is best to put your resignation in writing and give at least two weeks' notice. A resignation letter is brief and should always be positive. In some cases, you may have disliked the job, but the letter should still be positive. This letter will likely be kept in your personnel file and could impact references from this employer.

View a [sample resignation letter](#).