

Thank-you Letters for Job Interviews

Following a **job interview**, it is always important to send a **thank-you letter** or email. Based on your particular situation, you may need to send other follow-up correspondence, including a letter accepting or refusing a job, or a request for further salary negotiations. All such letters may follow the same basic formatting. Advice specific to the content of interview thank-you letters is listed below.

Format

Along the left hand margin, enter the following information:

- your names and contact information
- the date
- the name of the contact person and his/her contact information
- “Dear X:”

Introduction

Thank the employer for granting you the interview, and indicate the fact that you enjoyed meeting him/her. Be sure to restate the name of the position that you were interviewing for.

Body

Reconfirm your interest in the job and add any information that you may have left out of the interview. Try to be as specific as possible. For instance, you may indicate how some new information from the interview helped you better understand the position (i.e. Learning “X” during the interview further assured you that the job is a good fit for you because [state reason]). Or, you may choose to include information about yourself that you had intended to communicate, but didn’t have time to. Finally, you might also choose to elaborate on one of your responses to an interview question, given that something additional occurred to you after you left the interview.

Conclusion

Repeat your appreciation for the interview and indicate your willingness to communicate with the employer again (i.e., as for a follow-up interview, salary discussion, etc.)

* For sample thank-you letters, try http://www.quintcareers.com/sample_thank-you_letters.html

Sample Thank-You Letter from a Student Applicant

Kerry Smith
45678 Washington Drive
Minneapolis, MN 55945

June 11, 2005

Jane Whittaker
Diversity Affairs Director
Nordstrom
550 Stanford Shopping Center
Palo Alto, CA 94304

Dear Ms. Whittaker:

Thank you for the opportunity to interview with Nordstrom for the available internship position. As you know, I have worked with the company previously, and I would be more than happy to be back at Nordstrom this coming summer.

The internship, as you presented it, seems to be an excellent match for my skills and interests. I am confident that my coursework in the business and retailing classes I have taken will enable me to be a productive member of the internship team and successfully complete all assigned tasks. After hearing about your career path along with those of Valerie Lopez and Caryn Jones, I realize that this is a company that I am already deeply attached to, and I would consider making a lifetime career with it. I have already enjoyed the company culture, the high standard of customer service, and being trusted to care for customers in my own way. As a self-starter, I like making decisions on my own.

The interview allowed me to see that the internship would be a great place for me to start my career path. In addition to my enthusiasm and motivation and previous work experience with the company, I know that I bring a willingness to learn and to excel. I am excited by the possibility of working in other departments, a new store, seeing beyond the sales floor, and the chance to be involved in management.

I appreciate the time you took to interview me. I hope that you can tell that I am very interested in working for Nordstrom again. If I can provide any additional information, please let me know. I can be contacted at charles9@hotmail.com, or via telephone at 869-424-8942.

Sincerely,

Debra Charles



thinktank.arizona.edu

Nugent Building, Park Student Union, Rec Center

(520) 626-0530

