Thank You Notes/Letters

Thank you Notes and Letters are a critical part of the job interview process. Less than 15% of interviewees follow up their interview with a thank you note/letter.

A note/letter is a great opportunity for you to reiterate certain points of your interview and make sure that the employer remembers what you have to offer.

Remember that if you have the time you should send a handwritten or typed note/letter through the mail as employers tend to get a vast amount of email and your thank you may be lost in the shuffle. Email is ok if the timeline for the employer to make a decision is short.

Remember that this is a persuasive document and make sure to focus on grammar and structure

Letter Version (Typed)

Mr. Abe Weathers   
Fictional Investments, Inc.  
25 Some Street  
Some City, MI. 48555

Dear Mr. Weathers,

Thank you for taking the time to discuss the insurance broker position at Dearborn Investments, Inc., with me. After meeting with you and observing the company's [operations](http://www.quintcareers.com/sample_thankyou_letter.html), I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that Dearborn Investments retains its [employees](http://www.quintcareers.com/sample_thankyou_letter.html) for so long. I feel I could learn a great deal from you and would certainly enjoy [working](http://www.quintcareers.com/sample_thankyou_letter.html) with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weathers, to hearing from you concerning your [hiring](http://www.quintcareers.com/sample_thankyou_letter.html) decision. Again, thank you for your time and consideration.

Sincerely,

Robert Fictional

Note Version (Handwritten)

Dear Mr. Weathers,

Thank you for meeting with me on Friday May 5th to talk about the insurance broker position. I enjoyed speaking with you and learning more about this great opportunity. I am still very much interested in the position and I look forward to hearing from you concerning my status. I hope you have a great weekend!

Sincerely,

Robert Fictional