

Recommended Thank You Letter Template for College of Business Undergraduates

FIRST AND LAST NAME

Local Address, City, State Zip Code

Phone Number • Email Address

(Optional: Your LinkedIn Profile page) <https://www.linkedin.com/profile/view>

Date

Interviewer's name

Title

Company name

Company Street Address

City, State Zipcode

Dear (Mr. or Ms.) _____:

Thank the interviewer for meeting you. Don't forget to mention the interview date and job title. Make sure to express your interest in the company and the position you applied for.

List a few topics you talked about and you were particularly interested in or something that makes you stand out from the rest of the applicants, like one of your skills. Indicate reasons why you think you are qualified for the job, based on things talked about in the interview. State what the company will gain from hiring you.

Here is your chance to mention anything you forgot to say during the interview. However, do not tell them that you forgot it! Write it as if you would like to emphasize a point discussed during the interview.

Wrap it up at this point. Thank the interviewer again for seeing you. Offer to answer any additionally questions that might have come up. Provide a working phone number even if it is in the letterhead. Mention that you are looking forward to hearing from the interviewer.

Sincerely,

(Signature)

Your name, title

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Thank You Letters

Thank you letters are a must in the job search process. Letters should be sent within 24-48 hours after the interview. However, send the letter even if you lose track of time. A late thank you note is better than no note at all. If you have decided that you are no longer interested in the position, it is still a good idea to send the thank you note. You never know when you may need to contact that employer in the future.

Thank you letters may be handwritten, typed, or e-mailed; it's a personal preference. If you think a decision is eminent you may want to get the thank you in the hands of the recruiter as quickly as possible.

If you meet with more than one person during the interview process, it is best to write each one a personal thank you note. Try to individualize each letter by writing something you learned or discussed. This makes a very favorable impression.

Resources:

http://jobsearchtech.about.com/od/thankyouletters/Thank_You_Letters.htm

http://www.quintcareers.com/sample_thank-you_letters.html