

Thank you letter or email

Thank you letters: Should be sent 24-48 hours after the interview. They can be **handwritten, typed or emailed**. The following is a suggested format for a typed letter. Handwritten letters and emails are less formal. You need to think carefully about what type of letter fits the situation. When in doubt a formal letter is probably best.

Date

Name of person you are writing to

Title

Company Name

Street Address

City, State, Zip Code

Dear Mr. / Mrs. / Ms. Smith:

The First Paragraph: Express your appreciation. Refer to the position that you interviewed for. Mention something specific that you really appreciated about the interviewer or the company / organization.

The Second Paragraph: Confirm your interest in the position and your availability for a second interview. It is good to also restate why you are interested in the position and how you match what they are looking for. This is also a good time to mention how you will follow-up on things he / she might have suggested that you do.

Sincerely,

(Don't forget to sign your letter)

Type your name