

# Sample Thank You Letter

Your Present Address  
City, State, Zip Code  
Date

Name of Individual  
Job Title of Individual  
Company Name  
Street Address  
City, State, Zip Code

Dear Mr./Ms. Hiring Person \_\_\_\_\_:

Thank the employer for the interview. Mention the place and date you met, and the position you are seeking. Restate your interest in the position and the employer and explain why. Briefly highlight your strongest qualifications and accomplishments relevant to the position. You might mention something that you discussed in the interview.

Close with a suggestion for the action you want to happen next. Thank-you letters are generally one or two short paragraphs. Your sentences should be very sincere and positive, and written in conversational style.

Sincerely,

*(Your signature in black or blue ink)*

Full Name Typed