

## BEST PRACTICES

- Send a thank you letter within one business day following an interview
- Send individual messages to each person you interviewed with either by email or physical mail
- Follow up with any information the employer may have asked you to provide

## CONTENT

- Be courteous and polite
- Show appreciation for the opportunity to interview
- Reiterate your interest in the position and organization
- Restate your qualifications and how you may make significant contributions to the organization

### Example

Full Name  
 Address  
 City, State ZIP  
 Phone  
 Email

Date

Contact Name, Position  
 Company/Employer  
 Street Address  
 City, State ZIP

### Formal Letter:

Included your contact information and the company representative

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you today about the \_\_\_\_\_ position at XYZ Company. The job seems to be an excellent match for my skills and interests. The creative approach to account management you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

(Written/Electronic Signature)

Your Name  
 Address  
 Phone Number  
 Email Address

### Email:

Include your address, phone number, and email

