

Thank You Letter Guide

Address
City, State Zip
(Area Code) Phone

Date

*****Double Space*****

Name of Addressee
Title of Addressee
Name of Organization
Street Address or Box #
City, State Zip

*****Double Space*****

Dear Addressee:

*****Double Space*****

Your opening paragraph should include a statement of gratitude for the opportunity to interview. A brief reflection on the interview or compliment about the organization would also be appropriately placed here.

*****Double Space*****

Your middle paragraph should include a statement of your continued interest in the position and a short reiteration of your qualifications. This is also the time to include a valuable piece of information that you did not cover during the interview

*****Double Space*****

In your closing paragraph, invite the interviewer(s) to contact you if they have any additional questions.

*****Double Space*****

Sincerely,

*****Triple Space*****

Typed Full Name

The thank you letter should be sent within 24 hours of the interview. If there was more than one interviewer, address it to the lead interviewer and thank the other interviewers in body of the letter. Don't forget to take the interviewers' business cards to ensure names are spelled correctly.

Thank you letters may also be e-mailed, in which case you will omit the date and the addressee's contact information. The letter will then be the body of the email.

1520 Washington Avenue
New York, NY 10022
(212) 555-5463

July 1, 2008

Dwayne Brown
Principal
Hudson River High School
1000 Madison Street
New York, NY 10118

Dear Mr. Brown:

Thank you for the opportunity to interview for the Calculus Teacher position you have available. I thoroughly enjoyed learning more about Hudson River High School, and I am impressed with your students' recent championship in the Downstate Calculus Competition.

I welcome the possibility of becoming part of your dedicated Mathematics faculty, and I am confident my teaching experience at Utica City Schools and Master's degree from Utica College have prepared me to succeed in this position.

Please extend my thanks to Ms. Clausen and Mr. Allendale as well. If you have any additional questions, please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,

Janelle Stewart

Janelle Stewart

EMAILED THANK YOU LETTER:

Dear Ms. Poloczak:

Thank you for setting aside time to meet with me personally. After hearing more about the Event Coordinator position, I am increasingly confident of my ability to contribute fresh and creative marketing ideas to promote your events. As a matter of fact, in response to our discussion on capturing a more youthful audience, it occurred to me that developing a free Facebook account may be the answer you are looking for!

I sincerely hope to have the opportunity to utilize my degree in Public Relations and former internship experience to your clients' benefit. If you should require any additional information or have questions, feel free to call or email.

Thank you,
Katrina Kinski

*54 Elmwood Avenue
Syracuse, NY 13202
Kkinski@utica.edu
(315) 565-3210*

1600 Burrstone Road
Boehlert Hall, #403
Utica, NY 13502
(315) 981-5463
ssaffer@utica.edu

August 18, 2008

Kendra Basset
Deputy to City Clerk
Utica City Clerk's Office, City Hall
1 Kennedy Plaza
Utica, NY 13502

Dear Ms. Basset:

Thank you for taking time out of your busy schedule to meet with me about the "Get Involved in Government Fall Internship Challenge." It was fascinating to learn more about how your office acts as the legislative and administrative backdrop of Utica's City Council.

This opportunity complements my coursework as a Government and Politics major and my interest in participating in Utica's City Council meetings. I also neglected to mention that your need to provide technical support to the City Council is supported by my work experience at Utica College's Integrated Information Technology Services.

If I can answer any additional questions you may have, please call (315) 981-5463. Again, it was a pleasure to meet you.

Sincerely,

Sebastian Saffer

Sebastian Saffer



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careerservices@utica.edu
www.utica.edu/careerservices