YOUR LETTERHEAD
(Cut & paste your résumé header)

Date

Your Name
Your Address
City, State Zip

Mr./Ms./Dr. First Name Last Name
Job Title
Name of Organization
Organization Address
City, State Zip

Dear Mr./Ms./Dr. Last Name:

Paragraph One
• Thank the individual(s) for the interview (if you interviewed with a panel, take the time to address each individual)
• Reinforce your interest in the position

Paragraph Two
• Mention a couple of the key topics discussed during the interview. This will aid the interviewer in recalling you, especially if they interviewed several individuals for the position
• Reinforce your core skill sets
• Close the letter by showing your continued interest and offer to provide any additional information, once again reinforcing that you are the “right person” for the job

Sincerely,

Your Signature  (Do not forget to sign the letter)

Type Your Name

Other Tips:
✓ Send a thank you note to everyone that may have input in the selection process.
✓ Thank you letters do not have to be in a formal business letter format
  • A handwritten thank you note is not only acceptable but personal
    HOWEVER they must be neat and legible
  • E-mailed notes are acceptable but use formal business formats i.e.,
    greeting, capitalization, full sentences, grammar and punctuation
✓ Be brief and concise