

# WRITING A Thank You Letter

## Catchmi F. Ucand

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<b>Current Address:</b>	1215 S. Holden	•	Warrensburg, MO 64093	•	(660) 555-1234
<b>Permanent Address:</b>	HCR 72 Box 112-C	•	Twin Bridges, MO 63289	•	(417) 555-1234

Date

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 assist 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)

Type Your Name

### Helpful Hints:

- Personalize it
- Be prompt
- Show your enthusiasm for the organization and/or the position
- Share something memorable from your interview
- Check for typos