

**BEST PRACTICES**

- Following interview compose and send a thank you letter within one business day
- Send individual messages to each person you interviewed with
- E-mail or physical letters are appropriate
- Follow up with any information the employer may have asked you to provide after the interview

**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

**EXAMPLES****Email Format**

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,

Your Name  
Address  
Phone Number  
Email Address

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**Letter Format**

Full Name  
Address  
City, State ZIP  
Phone  
Email

Contact Name, Title  
Company/Employer  
Street Address  
City, State ZIP  
Phone  
Email

Dear (Specific individual with proper title),

Thank you for meeting with me this morning to discuss the \_\_\_\_\_ position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

In my last position as a \_\_\_\_\_ for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service. I will be your “right hand” -- helping you manage the day-to-day operations, volunteering for special projects, and ensuring the company is positioned for growth and increased profitability.

Again, thank you for considering me for this exciting opportunity. Please feel free to call me if you need additional information. Thank you for your time, and I look forward to hearing from you.

Sincerely,

John Smith



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