You would be wise to send a thank you letter immediately following an interview. Among other things, thanking an interviewer for meeting with you conveys respect for the interviewer, and enthusiasm for the company and position for which you interviewed. Also, interviewers may have interviewed several people for that particular position; therefore, such correspondence can play a vital role in reminding the interviewer of your qualifications.

Considering thank you letters also provide a potential employer with insight into your personality and professional conduct, you will want to ensure their content and appearance are professional. In the case of informational interviews where your intentions were to simply gather information about the company and/or job opportunities, you would also be wise to send the person with whom you spoke a thank you letter. You never know what part that person may eventually play in your job search; therefore, you would be wise to cover all of your bases.

Thank you letters may be handwritten or typed, and are typically sent on 5½ X 8½ sized stationary or smaller note cards. Your paper or note cards should be plain, possibly white or cream in color with little or no decoration. They should be mailed in envelopes of similar color and weight. Although thank you letters should be unique to your particular interview experience, there are some general guidelines you may wish to follow when writing them.

As with cover letters, they will typically have three main paragraphs. The first paragraph should thank the interviewer for meeting with you. The second paragraph should reiterate your interest in the company and position for which you interviewed. It should also remind the interviewer of your particular job related strengths. The third paragraph should indicate what you would like to have happen next.

Although thank you letters should express your own personal information in your own style, writing them can be somewhat intimidating. Refer to the following page for sample thank you letters.
Handwritten Thank You Letter In Response
To A Prospecting Informational Interview

August 15, 2004

Dear Mr. Stone,

Thank you for taking the time to meet with me this past Monday. I enjoyed learning more about the Marketing Department and Kraft Foods in general.

Although I was disappointed to learn you are not in need of someone with my educational background and experience at this time, I did find our time together to be worthwhile.

I would be very interested in working with a team such as yours, and therefore would appreciate your contacting me if a position for which I am suited becomes available.

Yours Truly,

Amanda Sarginski

Typed Thank You Letter In Response To A Job Interview

18 Parkwell Drive, #34
Memphis, Tennessee 38222
(901) 555-1234

June 10, 2004

Ms. Sarah Anderson
Laboratory Manager
Thomas & Betts
79 South Machinery Court
Memphis, Tennessee 35222

Dear Ms. Anderson:

Thank you for the opportunity to interview Monday for the Lab Engineer position. I enjoyed meeting you and learning more about Thomas & Betts and the Electrical Division.

The interview confirmed my strong desire to work for your company and affirmed my enthusiasm about applying my education and experience to the Lab Engineer position.

Thank you again for your consideration. As discussed, I look forward to hearing from you within the next two weeks.

Sincerely,

(SIGNATURE)

Randy L. Pierce