

THANK YOU LETTERS

Sending "thank you" letters is an essential part of any job search. Send letters to anyone you meet who gives you information, advice or referrals. You can also send a thank you to someone who gave you help during a telephone conversation. Of course, a letter should be sent after each job interview. **A simple thank you letter can often be the deciding factor in whether or not you receive a job offer.**

The follow-up letter is best sent immediately, but should be no later than a week following the interview. Remind the reader of what was discussed, and comment on how you plan to act on the information, advice or referral you received. If you are writing a letter after a job interview, you might include something relevant about your qualifications that you neglected to mention in the interview.

Managers who have to choose between two good candidates have been known to make the decision based on which candidate sent a thank you letter.

1234 Golden Gate Avenue #1
San Francisco, CA 94117

April 5, 2006

Ms. Jane Baxter
Vice President
Bank of the Bay Area
25 South Street
San Francisco, CA 94111

Dear Ms. Baxter:

It was a pleasure meeting with you yesterday to discuss opportunities in commercial banking. Your planned expansion is most interesting, especially your ideas concerning outreach to small businesses.

My experience working for a number of small service businesses in San Francisco while completing my degree has made me particularly sensitive to the unique needs of small business owners. As you learned from our conversation, I have also worked as a bank teller, and understand the bank's commitment to high quality customer service.

I remain very interested in the commercial banking representative position. I am confident that my skills and experience would be a valuable addition to your team. I look forward to hearing from you soon.

Sincerely,
Chris Williams
Chris Williams

BLOCK STYLE – all sections left-aligned.

Write the letter very soon after the interview!

Refer to something you learned about the company or position

Include something you forgot to mention in the interview, or expand on your relevant qualifications

Reinforce the most important aspects of your qualifications

Restate your interest in the position

Show confidence and enthusiasm!!

DID YOU KNOW ? -- You can improve your chances of standing out from the crowd? It is estimated that only 50% of job candidates send a thank you letter after an interview!