

## TOPIC E: THANK YOU/FOLLOW-UP LETTER EXAMPLE

Date

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the Head Teller position at National Savings and Loan Bank. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong customer service skills, assertiveness and the ability to encourage others to work cooperatively with the department. My banking background will help me to work with all levels of staff and provide me with an understanding of the customer expectations of the bank.

I understand your need for team leadership and support. My managerial and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker while in college. This experience helped me to develop my customer service and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

*Nina M. Gardner*

## THANK YOU LETTER STYLE GUIDE

A job interview may be the most important meeting that you have in your life. Therefore, it is essential that you look into all the aspects of the meeting before you proceed to your job interview. There are several aspects to the interview even after the physical interview is over. These aspects include sending a 'thank you' message (i.e. e-mail or letter) to the interviewer after the job interview. Make sure that you keep in mind these aspects before you complete the interview process. The general follow up thank-you letter after interview or thank you e-mail is aimed at better demonstrating your interest in the job position. It is only cordial for you to send a thank-you letter or e-mail once the interview is over.

### Reasons to send the Thank You letter after a job interview:

The thank-you letter or e-mail is a very important piece of conversation that is conducted by the interviewee with the interviewer.

This thank-you e-mail message after the interview is an important after-effect that should be used to better enhance your interaction during your job interview. In fact, a thank-you letter is a way of maintaining interaction with the interviewer even after your interview is over.

### *“Why should I send a post interview thank-you letter?”*

1. Your professional attitude: The thank you letter not only adds sincerity about being hired by the company, but it also serves as a mirror to your professional attitude. In fact, a carefully written thank you letter can actually act as a defining and deciding factor when almost everyone is at the same level in comparison with qualification and expertise required for the job.
2. A communication tool: The thank-you letter is not only useful for interacting with the interviewer; it is also a good tool to use for professional networking. Any piece of communication is a good way of putting forth your aptitude, attitude and thoughts as a professional. If you make a mark with the thank-you letter, there are chances that the interviewer will remember you, and who knows whether the interviewer knows others who are looking out for the same professional!
3. Providing further information: It is the best piece of conversation with which the interviewee can provide further information or elaborate on information already provided to the interviewer. Therefore, the interviewee can either use the thank-you letter as a means of underlining his/her inclination towards the job, or giving some more information about him/her, or even using the communication as damage control.
4. Send to the important people: This letter should be sent to the important people whom you have met in the company, or at least the individuals involved in the hiring process.
5. Time to send: You should ensure that the thank-you letter reaches the people whom you have met during the course of the interview within a minimum of twenty-four hours and a maximum of forty-eight hours from the time that you attended the interview.

Make sure your thank-you e-mail or letter note is a cordial note that keeps open communication between the company and you.