

Sample Letter Thank you template

Dear Mr./Ms./Dr. Last Name

Opening paragraph:

- Express your appreciation for the opportunity to interview for the position and thank the recruiter for their time.
- Mention that you enjoyed meeting the recruiter(s) as well as any other members of the organisation you met with.
- Include something specific to your discussion with the individual (or that you enjoyed learning more about the specific needs of the organisation or department relevant to the position).

Middle paragraph:

- Briefly reiterate your key selling points for the position, incorporating knowledge gained from the interview.
- Remind the recruiter of some of the top ways you "fit" their needs.
- Highlight 3-4 *relevant* skills you have for the job. Use examples of related coursework, projects, activities, or work experience that would be of most interest to the organization and would enable you to contribute to and/or meet the needs of organization.

Last paragraph:

- Offer to provide any additional information needed to support your candidacy.
- Based on any follow up arrangements or timeline discussed in the interview, confirm any next steps in the process.
- Finish by thanking the employer for their time and consideration and state that you look forward to speaking with them again soon.

Closing:

Sincerely,

Your signature (leave 3-4 blank spaces for this; for email messages just type your name)

Your name in print

Sample Letter Thank you template

Your street address

City, post-code

Date

Contact's Name

Contact's Title

Organisation Name

Street Address

City, State, Zip

Dear Mr./Ms. _____,

Thank you for meeting with me yesterday. I enjoyed learning more about the needs of your department and _____ (employer organisation). I am very enthusiastic about the position of _____ (title of position) and am particularly excited about the opportunity to gain exposure to _____ (specific project or job duty discussed). As we discussed, my background in _____ (your key selling points) can benefit your organisation.

Please let me know if I can provide you with any additional information to support my application. I look forward to hearing from you.

Sincerely,

(Your signature)

(Your full name)