



Key Points - Thank You Letter

1. Start the letter with "Dear Mr. / Ms. _____,"
2. Thank the interviewer for meeting with you (in 1 sentence).
3. Tell the interviewer that you really enjoyed meeting with them (in 1 sentence).
4. Express your interest in the job (in 1-2 sentences).
5. Briefly state one good reason why you are a good fit for the job (in 1-2 sentences).
6. Give the interviewer your phone number and / or email so they can contact you (in 1 sentence).
7. End the letter with "Sincerely, (your first and last name)."
8. In total, your thank you letter should be approximately 5-7 sentences long.
9. Ask someone (i.e. a parent, teacher, mentor, friend) to proofread your letter before you send it.
10. Much of the information in your thank you letter may be the same as what you have stated in your resume, cover letter, and/or interview, but that is okay. For example, it is better that your phone number is written in several places so it is easy for the company to find.
11. The thank you letter should be both sincere and professional.