



Thank You Note Suggested Layout

Your Street Address
City, State, Zip Code
Email Address
(Area Code) Phone Number

Month Day, Year

Mr./Ms./Dr. First and Last Name of Receiver
Position or Title
Employer Organization's Name
Employer Street Address
City, State, and Zip Code

Dear Mr./Ms./Dr. Last Name of Receiver:

Paragraph 1- (Introduction)

Thank the interviewer for his or her time. Reiterate your interest in, and express your enthusiasm for, the position. If there is any personal reference you can make to the interview so that you spark a memory, you may do so here.

Paragraph 2-(Optional – additional information)

If there was any further information that the interviewer asked for, you can provide it here. If there are any issues you want to address from the interview, do so here. For example, you want to clarify an answer you gave or explain an issue further.

Paragraph 3-(Skills match)

Reiterate your skills and accomplishments matched to the job requirements. If you learned of any further requirements during the interview, you can address them here. Remind the interviewer why you are the best for the job.

Paragraph 4-(Closing)

Thank the interviewer again for considering you for the position. Based on how it was left at the end of the interview, either state your plans to follow up, or that you are looking forward to hearing.

Sincerely,

Sign your name here

Type your name