



OFFICE OF
CAREER EDUCATION

THANK-YOU NOTES

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If you have had an interview with a prospective employer, a thank-you note is a great way to express your appreciation. The note should be sent a day or two after your interview and only needs to be a few sentences long, as in the example.

Remember, a thank-you note is just that—a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

Suggested Thank-You Letter Format

Your Address

Date

Contact Person

Title

Department

Employer's Name

Address

Dear Mr./Mrs./Ms./Dr. (Contact Person):

First Paragraph

Thank the employer and confirm interest

I appreciate the opportunity to speak with you on (date). The information you shared with me about (organization name) increased my interest in working with you. I remain excited about the possibility of applying my education and experience to the position we discussed.

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Second Paragraph

In the second paragraph, show the employer you were paying attention and try again to make yourself stand out. You may want to highlight a specific topic you discussed during the interview or indicate some skills/experience that will set you apart from the other applicants.

Third Paragraph

Reconfirm interest and offer additional information

If I can provide you with any additional information, please let me know. I look forward to hearing from you.

Sincerely,

Your signature

Your Name Typed

Example –

Dear Ms. Jones:

I want to thank you for yesterday's interview. The position we discussed is exactly what I have been looking for, and I feel that I will be able to make a positive contribution to your organization.

I appreciate the opportunity to be considered for employment at XYZ Corporation. Please feel free to contact me if you need further information.

Sincerely,

John Tartan

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