

Thank You Letter Content

Your Contact Information:

Name

Address

City, State, Zip Code

Date: Month day, year

Employer Contact Information:

Name

Title

Company

Address

City, State, Zip Code

Salutation:

Dear Mr./Ms. Last Name:

First Paragraph:

The first paragraph of your letter should thank the hiring manager for taking the time to interview you. (Specifically when, where, why)

Middle Paragraph(s):

The second paragraph of your thank you letter should include the reasons why you are a strong candidate for the position. List specific skills that relate to the job for which you interviewed. If there is information about your qualifications that you wish you had mentioned during the interview, use the next paragraph to explain.

Final Paragraph:

In your closing paragraph, reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

Complimentary Close: Respectfully yours, (enter four times)

Handwritten Signature (for a mailed letter)

Signature: Typed Signature

Example Thank You Letter

Jeff Johnson
1122 Jackson Avenue
Camdenton, MO 65020
September 30, 2011

Deanna Career
Human Resources Director
Gap Stores, Inc.
123 Jones Road
Camdenton, MO 65020

Dear Mrs. Career:

Thank you for taking the time to meet with me on September 28, 2011 to discuss the position of sales person with your company. I enjoyed touring your store and was impressed with the sales staff.

As you may remember, I have had two years' experience with sales, communication skills, and customer service. I am familiar with the demands of retail and sales, and I welcome the opportunity to put my knowledge to work for your company.

I look forward to hearing from you soon. If you have additional questions about my qualifications, you may contact me at 573-346-9364. Thank you for your time and consideration.

Sincerely,

Jeff Johnson