

# Quick Reference Guide: Thank You Letter

Use this Quick Reference Guide to make sure you cover the basics of developing your post interview thank you letter. Sending a thank you after a job interview can make a critical difference in your candidacy and help you stand out among other candidates.

The staff at The Career Centers will proofread your thank you letter with you. It is to your advantage to schedule an appointment before having your thank you letter critiqued. Use this guide as a checklist.

- Prepare your thank you letter in block (left-justified margins) business letter format and print it on high quality paper.
- For electronic submission of your thank you letter, employers often prefer certain formats (Word, plain text, PDF). A staff member can help you save different versions of your cover letter. Depending on your relationship with the person who interviewed you, a handwritten note on professional stationery or a note card may be appropriate.
- If you previously corresponded with an employer via email, it is acceptable to send your thank you “letter” via email.
- Another situation in which is acceptable to email a thank you letter is if you are certain that you are the last candidate interviewed and that a hiring decision will be made immediately.
- Address the letter to the person with whom you interviewed. Ask for your interviewers’ business cards or write down the correct spelling of their names and titles before leaving the interview site. If there were a number of interviewers, send a customized letter to each individual.
- Keep your letter brief. Mention the date of your interview and affirm your continued interest in the both the position and the organization.
- Reiterate your most important skills and qualifications, how you expect to contribute to the organization, and any unique points discussed during the interview. You may also add any points you forgot to mention in the interview, but be brief about it as the primary purpose of this letter is to thank the interviewer, not to “rehash or do-over” the interview.
- Express your appreciation for the opportunity to interview, tour the facilities, meet other employees, etc., and confirm follow up procedures.
- Supply any additionally requested information.
- Mail/e-mail your thank you letter within 24 hours of the interview.



*Letter vertically centered on the page.*

Jordan Jobseeker  
456 Main St.  
Parma, OH 44130  
(440)234-1234  
[Jordan.Jobseeker@gmail.com](mailto:Jordan.Jobseeker@gmail.com)

----- (2 line spaces) -----

February 1, 2025

----- (1 line spaces) -----

Dr. Robin Green  
Human Resources Manager  
Umbrella Corporations  
123 Euclid Avenue  
Cleveland, OH 44115

----- (1 line space) -----

Dear Dr. Green:

----- (1 line space) -----

Thank you for the opportunity to interview with you on Thursday, January 31<sup>st</sup>. I enjoyed the tour of your facilities and meeting the other staff members. The Accounting Clerk position we discussed is an excellent opportunity for which I feel especially qualified.

As we discussed, my background in accounting and coursework in business administration will allow me to interact effectively with current employees. Not only would I be able to discuss payroll and benefits, I understand from my internship experience the importance of building and maintaining strong relationships with your employees while meeting the company's bottom line.

If you need any additional information, please do not hesitate to contact me at by phone at (440)234-1234 or via email at [Jordan.Jobseeker@gmail.com](mailto:Jordan.Jobseeker@gmail.com). Again, thank you for the opportunity to interview for this exciting position. I look forward to hearing from you soon.

----- (1 line space) -----

Sincerely,

*Jordan Jobseeker* ----- (3 line spaces) -----

Joe Jobseeker