



Thank You Letter Template

Addressing the Email – If they were addressing you by your first name, be sure to stay consistent. If they were addressing you as Ms. / Mr., then do the same here.

[First Name], (or) Dear Ms. / Mr. [Last Name],

Paragraph 1 – This paragraph needs to start by, of course, thanking them for the time they took out of their day and gave to you to discuss the position.

Thank you for taking the time to talk with me today about your [title] position. This seems like an exciting opportunity and I'm very interested in pursuing it further. I appreciate your consideration.

Paragraph 2 – This is where you can identify some skills you have that match what they're looking for, but you don't want to do it in a presumptuous way. For example, if this was a job for Frank Ferter, who previously worked at Hot Dog, Inc. as a Java Developer, he might say something like this:

You mentioned the importance of the Java applications being developed for your largest client. As an experienced Java Developer with 10 years of applications experience, I would be excited contribute to the success of those applications. I understand the significance of delivering quality to every client, especially to one so important to your company.

Paragraph 3/Version 1 – If you feel like you really can do this job and you want this job, but that you are probably not going to get the job because of a major blunder in the interview, or if you wish you had done a better job of getting a point across, this is a good place to address it. **Please note:** I would ONLY recommend addressing a weak spot in the interview if you are convinced it's a show-stopper (i.e. that you will not get the job because of this issue). Otherwise, skip to Version 2 of this paragraph.

During the interview I feel like I could have done a better job of explaining my experience using PHP. This truly is a strength of mine, having more than 5 years of hands on experience, however, I fear that didn't come across as I intended. I would welcome further discussion about it if you are open to another conversation.

Paragraph 3/Version 2 – Find a way to compliment someone else in the process very quickly here, and it can be anyone you met that day. This needs to come across as sincere, not like you're just trying to compliment someone for the sake of complimenting someone.

I also want to just quickly say that Kim at the front desk was exceptional. I arrived a bit early, and she was extremely friendly and conversational. It was a great way to start the meeting. I just thought you should know.

Closing Statement

Thanks again for your time today. I really enjoyed meeting you and your team. As we discussed, I'll follow up with you on [day] if I haven't heard from you by then. I look forward to talking with you again soon.

Sincerely,
[First and Last Name]
[Phone Number]