

Aims' Career Services LETTERS

A Thank You Letter is an essential follow-up item to an interview.



Tips for an effective Thank You Letter:

- Use the same heading as your resume and cover letter in order to create consistency
- Keep it concise and brief but maximize the opportunity to create a positive impression
- Address the letter to the main interviewer—committee chair or hiring manager
- Communicate your continued excitement about the job
- Mention your desire to make a valuable contribution to the company
- Mail it within 24 hours!!

What is the purpose?

- Thanks the interviewer(s) for their time and consideration
- Further markets your skills and qualifications
- Reaffirms your interest in the position

Leaving a professional impression!

Statement of appreciation

Thank them for their time and consideration of your candidacy for the position. Include a detail about yourself from the interview so they remember who you are.

Example: “Thank you for taking the time to interview me relative to the Account Manager position. I enjoyed sharing with you about my background in marketing and sales with ADP.”

Statement of continued interest in the job

Let them know of your desire to continue as a viable candidate.

Example: “I am truly excited by the opportunity to become an effective member of your team at ABC Group.”

Statement reaffirming your qualifications for the position

Remind them of why you qualify and why you are a fit for their organization.

Example: “I believe that my years building direct client relationships as well as my graphic design skills would be a great asset to the Client Relations Team.”

Action compelling statement and final thank you

Include a statement regarding your desire to hear from them again. Close with, “Sincerely,” Leave space and then type your name. Then sign the letter in blue or black ink.

Example: “I look forward to hearing from you again as to my application status. Thank you again for your time and consideration. Sincerely,…”

PROOFREAD, PROOFREAD, PROOFREAD!!!