Post Interview Thank You Letters

UNIVERSITY of WISCONSIN
UWMILWAUKEE
Career Planning
& Resource Center

75% of interviewers surveyed said that receiving a thank you letter from a candidate affects their decision-making process.
Source: Business New Daily website

Examples

Dear Ms. Smith:

Thank you for the opportunity to interview for the Conference Coordinator position. As a result of our informative discussion, my interest in the position has been strengthened substantially.

As I mentioned during our interview, I can bring eight years of diverse part-time and full-time experience in positions that required flexibility and the ability to accept and follow through on new assignments and responsibilities. I have had the opportunity to deal with people on all levels in the workplace as an Instructor and Event Coordinator in hospitality and related businesses.

Based on my past work experience, as well as my master's degree in administration, I feel confident that I have the qualifications for the position under discussion. Please let me know if there is anything I can do to assist you further in your hiring process.

Thank you again for a most enjoyable interview.

Sincerely,
Chris Rogers

Dear Mr. White:

Thank you for the informative and enjoyable discussion during our recent meeting. The knowledge I gained during the interview has certainly enhanced my interest in joining Any Corporation.

With my expertise in strategic planning, international finance, marketing, and general management, I feel confident that I can meet those expectations and significantly contribute to your company's objectives as a member of your management staff.

I want to thank you again for the time and courtesy you extended to me. I look forward to meeting with you again for a continued discussion of marketing opportunities available with your company.

Should you require additional information prior to a second meeting, please contact me at applicant@uwm.edu or (307) 555-5555.

Sincerely,
Chris Rogers

Thank You Letter Tips

- **Restate Your Interest and Expertise:** Be specific about why you are interested and how your skills, experiences, and personality can meet the organization's needs.
- **Use This Second Chance:** Address any questions that came up during the interview that you feel you did not fully answer. This letter is your last chance to make a positive impression on the interviewer.
- **Be Memorable:** Highlight a key point from your interview that will make you stand out and help them remember you.
- **Personalize It:** If you meet with more than one person, send them each a personalized letter with information from the interview. Be sure to use correct spelling of names and job titles.
- **Proofread:** To eliminate any mistakes, proofread it closely and have others also review it, including staff at the Career Planning & Resource Center.

Adapted from *Guide Lines for Writing Thank You Letters,* by Laura Schneider

Updated: 7/15