

Sharon Schweitzer's Thank You for the Interview Template

Personal Stationery
Your First & Last Name
Street Address • City • State • Zip Code
Telephone • Email

Date

Interviewer's name
Company name
Address
City, State, Zip code

Dear [Dr., Mr., or Ms.] Interviewer's Last name:

Thank you for taking time from your schedule to speak with me about the [job title] position for [organization.] I enjoyed visiting with you and [interview panel]. I am excited about the opportunity to work with you in such a great [corporate culture] [start-up] [design studio] [medical office] [name of office].

Insert a specific sentence about the interview that was memorable such observations from your tour of the facility, interaction with the interview panel, discussion of the annual report, industry trends or challenges, latest developments that impressed you, or a clarification.

A sample paragraph might include: Based on our meeting at your offices earlier today, I believe that my qualifications are an excellent fit, particularly my [briefly describe one particular skill or ability linked to the position]. The position is just what I am seeking in terms of career opportunity. I'm confident that I can make a significant contribution to the continuing success of [company or department].

I look forward to the next step.

Sincerely,

Your Signature

Your Name