

Sample - Thank You Letter

As soon as possible after the interview, **NO later than 24 hours**, send a thank you note.

(Date)

Dear _____,
(Employers name)

Thank you for giving me the opportunity to interview for the _____
position. I appreciate your consideration of and interest in me.

As I'm sure you could tell during the interview, I'm very enthusiastic about the
possibility of joining your team. I'm confident my skills and experience would add to
the excellent job you're already doing.

Thank you so much for the chance to discuss my qualifications.

Sincerely,

(Your name)