

## Thank You Letter Guidelines

Thank you letters are an essential – and often overlooked – part of the job search process. It is important to send a letter immediately after each interview, a brief networking meeting or a significant phone conversation. It's a great way to deliver a positive impression about you as a job candidate and to remind the employer of your qualifications discussed

Thank you letters are best sent by regular mail; however, a short note sent by email is acceptable in a short deadline situation.

The letter should be typed and printed on resume-quality paper. Thank you letters can be handwritten if you use quality thank you notecards with a professional look (no animals, flowers, etc.). Visit <http://www.crane.com/stationery/correspondence/thank-you> for samples.

Date of Letter

Employer's Name, Title (if available)  
Name of Company/Organization  
Company Street Address  
City, State, Zip

Salutation, (Do *not* use "Dear Sir or Madam" or "To Whom It May Concern")

Opening Paragraph – Thank the employer for interviewing you or for speaking to you in person/phone. Mention the date of the interview and the position that was discussed. Reiterate your interest in working for the employer.

Middle Paragraph(s) – State your reasons for wanting to work for this company/organization/school and mention specific points that you discussed and want to emphasize again. Briefly, present your skills, experiences, interest and strengths as they relate to the needs of the company. You can also present any information you may have forgotten to mention during the interview.

Closing – Thank the employer for considering you as a final candidate. Offer to send any additional information or answer any further questions.

Sincerely,  
*Your signature*  
Your typed name