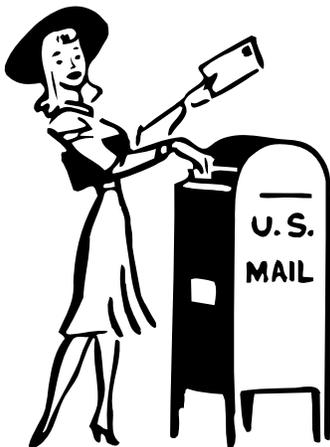




### POINTS TO COVER IN AN EMPLOYMENT THANK YOU LETTER

1. Mention when and where you interviewed with the employer, e.g. “I enjoyed talking with you at Coppin State University on March 15, 2004.”
2. Say thanks and comment that the interview was interesting and informative, etc... You may want to mention specific information about the company that appealed to you.
3. Accentuate points brought up in the interview that will help them to recall who you are.
4. Bring up points you may have forgotten or mention in your original interview that may help you land this job or remind them of some facts about your background that make you an excellent candidate for the job.
5. Reaffirm interest in the specific firm and position(s) they have available.
6. Mention that you look forward to hearing from them and offer to provide them with any additional information.



Thank You letters should be written in the style of a business letter, and should be sent as soon as possible after the interview, absolutely no later than a week after the interview.

EXPLANATION OF AN AFTER INTERVIEW  
THANK YOU LETTER

Address  
City, State Zip Code

Date

Mr. John Doe  
Title  
Company  
Street Address  
City, State Zip Code

Dear Mr. Doe:

1<sup>st</sup> paragraph- Express appreciation for the opportunity to be interviewed. Refer to the date, time and position or field in which you were making an application.

2<sup>nd</sup> paragraph- Mention one or two areas that were discussed in the interview and were of prime interest regarding the position of information that was enlightening and beneficial.

3<sup>rd</sup> paragraph- Mention briefly the strong qualifications or background that you have which will enable you to perform the necessary duties entailed in the job description. If there were qualifications or areas that may have appeared weak during the interview, try to dispel them by pointing out the specific area and the way your strong points may compensate.

4<sup>th</sup> paragraph- Close by making a specific statement that you would like the position and why you feel that you would be an asset to the organization. Indicate that you will be looking forward to the results of the interview and that you will call in a week or two to check the results.

Sincerely,

*Your Signature*

Your name