

Augusta Technical College Career Services Sample - Thank You Letter

After an interview, a thank you letter will help you stand out from the competition.

Prepare the letter in a proper format to give it a professional look. Match your heading to your resume heading for a polished look.

At the interview, be sure to get a business card with the interviewer's name, title and correct address. This will help you to personalize the letter.

Remind them of the job for which you interviewed, especially if the company is very large.

Make comments that mention details of the interview. Be sure to demonstrate your knowledge of their needs.

End on a positive note! Do not forget to include your telephone number.

Sign your name in ink!

Questions?
Contact Career Services
Career Center-1300 Building
706-771-4146

Claire Can Worke
113 Success Avenue
Augusta, Georgia 30906
(706) 555-1234
cworke@hotmail.com

April 10, 2010

Mr. Joe Smith, Attorney at Law
Smith, Lane, and Jones
1159 Employer Lane
Augusta, Georgia 30906

Dear Mr. Smith:

I want to thank you very much for interviewing me yesterday for the Paralegal position. I enjoyed meeting with you and discussing the position in further detail.

My enthusiasm and interest in the position were strengthened as a result of the interview. In talking with you, I understand that the environment is fast-paced and that good customer service skills are critical. As mentioned in the interview, I have over three years of experience working in customer service for which I have received company awards and recognition. My education and training from Augusta Technical College also fit perfectly with the job requirements.

I would like to express a sincere interest in being a part of your staff. I am confident I would make an important contribution to your organization. Please feel free to contact me at 706-555-1234 for further information.

Again, thank you for the interview and your consideration.

Sincerely,

Claire Can Worke

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