



# Thank You Letters

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A **“thank you” letter** is an essential communication element of the professional employment search. It is a physical or electronic letter that is sent by the job-seeker to all members of the interview panel within a day after the interview. It has two purposes: 1.) To express your appreciation to them for their time and the opportunity of having interviewed and 2.) To reiterate or punctuate any points that were made during the interview to elevate your position as the preferred candidate.

## Do I really have to send one?

The truth of the matter is “no” you do not have to send one, because the vast majority of job seekers never do, but if you wish to separate yourself from the crowd and elevate your status to a higher level then please do send one. A thank you note will not in itself land you the job, but it could break a tie. It will certainly solidify the impression that you are a polished professional if you conveyed that in the interview.

## Can I send it over email or text?

Email yes, text no. For immediate impact send an email immediately after the interview. For maximum impact follow the email up with a formal typed letter. Any expression of gratitude to the interview panel, whether it be an email or physical letter, will enhance your appearance as a top-tier candidate and one who conducts themselves professionally.

## Who do I send it to?

Send to everyone who interviewed you and the receptionist/secretary who handled you. Collect the business cards from each person on the panel so you have their correct spelling, titles and contact information. If you leave the interview without business cards do not fret, simply ask the receptionist for cards or contact information on your way out. Don’t forget to get the receptionist’s information too, so you can include him/her in your thank you letter or email.

## What are the components of the letter?

Paragraph 1: Express thanks for the interview and reiterate your enthusiasm for the position.

Paragraph 2: (optional) To specifically address any unanswered questions they posed to you or to expand upon a point made but that you didn’t quite finish.

Paragraph 3: Reiterate your skills as they pertain to the position. Tailor your comments in this paragraph based upon the information you gathered at the interview.

Paragraph 4: Thank them again and let them know how you plan to follow up or look forward to their call.

## Sample Thank You Letter/Email

1234 5<sup>th</sup> St.  
Racine, WI 53403  
Stewardl21@mail.gtc.edu  
(262) 618-5501

September 17, 2018

Ms. Felicity Green  
Chief Financial Officer  
Sustainable Reclamation Products  
35 Greenway Ave.  
Pristine, WI 53493

Dear Ms. Green,

Thank you very much for the opportunity of meeting with you yesterday to discuss the position of Triple Bottom-Line Accountant with Sustainable Reclamation Products. I enjoyed meeting you and the members of the panel to discuss the position. As a result, I am even more certain that this position is a great fit for my skillsets, personal commitment to your companies' values, and my belief in the value of triple bottom-line accounting.

As we discussed yesterday, you are looking for an employee who can make an immediate contribution and formalize triple bottom-line processes at SRP. I would like to reiterate my interest and enthusiasm in doing so. During my internship at the Great Lakes Water Think Tank, I worked in tandem with the head accountant in all aspects of bookkeeping and triple bottom line budget processes. My experience in the technical process of creating TBL budgets, my commitment to your vision and mission, and my sensitivity to the interests of all stakeholder positions makes me an ideal candidate for this position.

Thank you again for your time and interest. I am very excited about the prospect of joining the team at SRP, and I eagerly await our next conversation. I look forward to hearing from you.

Sincerely,

*Joy Steward*

Joy Steward

**Please Note:** This document was created by Career and Employment Services (CES) at Gateway Technical College. It is intended to be a guide and may not be all-inclusive to meet your specific needs. Check out the CES website at [www.gtc.edu/ces](http://www.gtc.edu/ces) for additional resources or to make an appointment please call (800) 247-7122.