

Thank You Letter

(This letter, as all, must be typed, well organized and grammatically correct. No errors.)

Your Name

Your Address

Your City, State, Zip

Your Telephone Number

Today's Date (spell out month, day, y

Interviewer's Name

Professional Title

Organization Name

Mailing Address

City, State, Zip

Note:

*Use same spacing as in
resume & cover letter*

*Use same heading as in
cover letter*

*Study
at
late*

Dear (Mr. / Mrs. & Last Name (**The Business Interviewer**) :

First Paragraph: Thank the interviewer and reemphasize your interest. State the reason for writing and identify the position you are seeking. (See application)

Second Paragraph: Remind the interviewer why you are a good candidate for the position. Give a brief summary stating why you feel you are prepared for the position. (See resume & your skills & experiences)

Third Paragraph: This is the closing saying where you can be reached and thanking the interviewer again. State that you look forward to hearing from them and how they can contact you.

Note:

double space closure

Sincerely,