

## THANK YOU LETTER FORMAT

- Check for spelling and grammatical errors—remember that your attention to detail in the job-search is indicative of your potential job performance.
  - Typed letters look more formal, however, it is acceptable to hand write (if legible) a thank-you note using a professional style thank you card (avoid note cards with cute graphics and sayings).
  - Keep thank you letters to one page. If typed, use 10-12 point font and at least 1-inch margins.
- 

### Your Name

**Street Address • City, ST Zip code • phone number • E-mail address**

---

(Use one non-work phone number that includes a professional voice message.) • (Use appropriate, non-work email address.)

Date of letter

Contact/Interviewer's Name

Title

Organization

Address

City, State, Zip Code

Dear Contact/Interviewer's Name:

**First Paragraph:** Acknowledge your appreciation for the contact, the reference, or the interview. If the thank you letter is for an interview, state the date and the position for which you were interviewed; if for a contact, state the contact's name.

**Second Paragraph:** Personalize your letter by using specifics rather than generalities. Show your enthusiasm about the information you received or the job opportunity. For an interview, give examples of how you fit in the organization, or elaborate on a point made during the interview. This is an excellent chance to spotlight your talents and indicate how you will be an asset to the company.

**Third Paragraph:** Restate your appreciation and interest. Indicate the next step in the process; e.g., waiting for a decision or a follow-up contact. Conclude with your enthusiasm toward the next communication. Keep the letter short and sincere.

Sincerely,

*Your signature*

Your typewritten name