Senior Seminar:

Thank You Letter Template

Your Name

Your Street Address

Your City, State Zip

Phone number

Your Email address

Their Name

Title (if they have one – Director, Owner, etc.)

Their Street Address

Their City, State Zip

Month Day, 2015

Dear NAME:

 Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

 Use the second paragraph to mention anything that you didn't bring up at the interview that you'd like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview.

 In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,

Your Signature

Your Name (Typed)