

After an employment interview, send out a thank-you letter within one or two days to the person(s) you interviewed with. If you're serious about this opportunity, a thank-you letter is a must. Express your appreciation for the time the person spent interviewing you. In the second paragraph, state several reasons why you are a strong candidate for the opportunity.

## SAMPLE THANK-YOU LETTER FORMAT

Your address  
City, State Zip  
Date

Name  
Title  
Organization  
Address  
City, State Zip

Dear Name:

Express appreciation for the time the interviewer spent with you.

Articulate what you feel you can provide to prospective employer and why you have an interest in the opportunity.

Indicate that you look forward to hearing from them in the near future.

Sincerely,

(your signature)

Your name typed