

Job Search

Thank You Letter Worksheet

Complete this form to prepare the information you will need to write your thank you letter. After you print your letter, remember to sign it. Send it through the mail promptly after your interview.

YOUR FULL ADDRESS _____

(LEAVE ONE BLANK LINE)

DATE (MONTH/DAY/4-DIGIT YEAR) _____

(LEAVE THREE BLANK LINES)

MR./MS. (FULL NAME OF INTERVIEWER) _____

INTERVIEWER'S JOB TITLE _____

NAME OF COMPANY _____

FULL ADDRESS _____

(LEAVE ONE BLANK LINE)

DEAR MR./MS. _____ :

(FULL NAME OF INTERVIEWER)

(LEAVE ONE BLANK LINE)

Thank you for speaking with me on _____ about the _____ .

(DATE)

(POSITION)

I believe my skills in _____ would be a good fit in

(LIST THE SKILLS THAT YOU TALKED ABOUT IN THE INTERVIEW)

this position. I am very interested in working for _____ and look forward to

(NAME OF COMPANY)

hearing from you. If you have any further questions, please contact me at _____ .

(YOUR PHONE NUMBER)

Thank you again for your time and consideration.

(LEAVE ONE BLANK LINE)

Sincerely,

(LEAVE THREE BLANK LINES)

Your Signature

YOUR TYPED NAME _____