

**Sample
Thank You Letter**

After your interview, you should send a Thank You Letter or note to the interviewer. This letter should express your appreciation for the interviewing opportunity and consideration of your application.

<DATE>

Dear Mr./Ms./Mrs. <last name> :

OPENING PARAGRAPH: <Thank the interviewer for his or her time. Express your appreciation for the opportunity to discuss your skills and experience.>

MAIN BODY: <Remind the interviewer of your interest in the position. Express your desire to participate in the future of the company.>

CLOSING PARAGRAPH: <Thank them again and provide your contact information.>

Sincerely,

<Signature>

(Type your name)
