

. sample thank you letter .

Many candidates overlook this thoughtful step in the job search process. A thank you letter should be sent after an interview for a job or internship.

- Send thank you letters within 24-48 hours of the interview.
 - Thank everyone that interviewed you
 - Sending by Mail - Use a block or modified block business letter format;
 - Sending by Email – Be professional and make sure there are no typographical errors.
 - Handwritten – Good way to personalize, but do not if you have poor handwriting.
-

178 Green Street
Kingston, MA 02364

September 24, 2007

Mr. Pat Cummings
Senior IT Director
Acme Technologies
1140 Main Street
Boston, MA 02106

Dear Mr. Cummings:

Thank you for interviewing me for the software developer position yesterday at the School of Informatics. I enjoyed meeting you and learning more about Acme Technologies.

This position offers an incredible opportunity to learn about the entire software development process in the context of a large company. I believe that my education at the School of Informatics as well as my software development internship experiences with Dot Inc. and IT Inc. fit ideally with the job requirements outlined. Above all, I am very eager to work in your team environment, and I know that I could make a significant contribution to the projects that you described.

I would like to express my strong interest in the position and in working with you and Daniel Connelly. This is the ideal opportunity I seek. Please feel free to call me at (617) 555-5555 or contact me at chris_smith@someuniversity.edu if I can provide you with any additional information.

Again, thank you for the interview and your consideration. I look forward to hearing from you soon.

Sincerely,
Chris Smith
Chris Smith