

# Sample Thank You Letter

Instructions: When writing a thank you letter or note the key item to remember is **that each one should be personalized.** Should the interview team happen to realize they all got the same letter, it could reflect poorly on you. Personalizing the thank you letter, even if it is only by 2-3 sentences, demonstrates to the recipient that you paid attention to the conversation and go to know a little about them as an individual. Seek to learn something specific about each person during the interview (ie: how long they've been with the company, why they joined the company, what college they went to, etc...) so you can mention that detail in the letter when you send it at the end. It will show you are detail oriented. Below you will find a sample thank you letter.

**DO NOT COPY THIS LETTER AS IT IS ONLY FOR REFERENCE.  
WHEN WRITING A LETTER PLEASE USE YOUR OWN WORDS.**

DATE

Dear Ms./Mr. Last Name:

Thank you for taking time to interview me for XXX position. After interviewing with you and the hiring committee I learned more about the position, and I am eager to join the team.

I really valued the information you shared about ABC project. These are the types of projects I would really enjoy working on because I (for example, really like direct client services; organizing data; analyzing data and making recommendations....) and I (other tasks that are involved. You can make a connection between your past experience and/or interests and this position.)

When you stated that (you found working with the team extremely rewarding) it resonated with me because I believe that, as a group, we can create, research and suggest better solutions. In my previous position at XYZ, we solved problems such as YYY as a group. This was an extremely positive experience because each team member brought his/her strengths to the table. We all benefited from each person's experience and our client was extremely happy with our product. This client continues to refer others to XYZ company as a result of this project.

Thank you again for taking time out of your busy schedule to meet with me and clarify the specifics of the job. I look forward to hearing from you.

Sincerely,

First Name, Last Name

[johndoe@howard.edu](mailto:johndoe@howard.edu)

Cell: 281-111-1111;