



Thank You Letters

Following a job interview, job fair meeting or an informational interview, a thank you letter should be sent to the employer. It is necessary to remind them of your interest in the position as well as simply thanking them for taking the time to discuss the company and position. The letter will also remind them of your meeting place and date and possibly put your resume at the 'top of the pile.' It does not guarantee the position, but will definitely earn you a few 'bonus points.'

Regardless of the outcome, follow-up letters are important. They will set you apart from other job seekers and leave a great, lasting impression for consideration for future positions within the company.

THANK YOU LETTER TIPS

- Remind the interviewer of the position, dates and place of your meeting. With the volume of applicants, this will make it much easier for the employer.
- Communicate additional information if appropriate. You may have neglected to mention something relevant or you may just want to remind them of your skills and why you would succeed in the position.
- Mention something specific that was discussed during the interview. This will allow the employer to recall the conversation. It will also demonstrate that you are genuinely interested in the position.
- Express a willingness to provide additional information and include your contact information, both email and phone. Close the letter with a suggestion for further action, such as your availability to meet or speak again.
- Thank the employer for his/her time.



THANK-YOU LETTER FORMAT (JOB FAIR FOLLOW-UP)

278 Brighton Street
Greensburg, PA 15601

October 30, 2007

Mr. John Agostoni
Bank of Pennsylvania
100 Bank Avenue
Latrobe, PA 15650

Dear Mr. Agostoni:

It was a pleasure meeting you last Wednesday, October 30, 2008, at the Saint Vincent College Career Expo. I was pleased to learn about the Leadership Training Program at Bank of Pennsylvania (BOPA). I would like to further express my interest in both the leadership program as well as my enthusiasm in working for BOPA.

After our conversation last Wednesday, I am even more excited by the possibility of sharing my communication skills and technical expertise with BOPA as a Leadership Trainee. This, along with my education and experiences in business and operations, is what will allow me to succeed at BOPA. I believe I would be able to progress steadily through your training program and become a successful member of the leadership team.

Again, I would like thank you for your time last week. I welcome the opportunity to discuss my skills and qualifications in an interview. Please feel free to contact me if you need further information. I may be reached at 724-555-5678 or via email at jenniemondi@yahoo.com. I look forward to hearing from you soon.

Sincerely,

Jennie Mondì

THANK-YOU LETTER FORMAT (INTERVIEW FOLLOW-UP)

123 Rivers Street
Greensburg, PA 15601

October 30, 2007

Ms. Vera Price
Assistant Manager
Associated Financial Advisors
100 Advisor Road
Greensburg, PA 15601

Dear Ms. Price:

I am writing to let you know how much I appreciated your taking the time to meet with me during our interview at Saint Vincent College Wednesday, September 13, 2007. I am even more interested in working for Associated Financial Advisors (AFA) after hearing about the internship position. I was especially excited to learn more about the organization as well as the day-to-day responsibilities I would hold as an Intern Advisor.

As I mentioned in the interview, my major in Finance, along with my previous internship at Mellon Bank has given me the skills necessary to join AFA. I have always been interested in working for a small financial institution and believe I would make a significant impact as the Intern Advisor.

I hope I will have the opportunity to work with you in the future. I would be more than happy to discuss my qualifications further. Until then, please feel free to contact me at saustin@saintvincentcollege.edu or by phone at 724-555-1234. I look forward to hearing from you soon.

Thank you,

Sandra Austin