

Thank You Notes

The fact that an interviewer took the time to meet with you always needs to be acknowledged. A neat, timely "Thank You" note or letter is an essential part of your job search process. Its importance cannot be overstated!

Four things to include in every Thank You note:

1. Date of your interview
2. Title of the position for which you interviewed
3. A reminder of your experience and your continued interest
4. Reference to a call back date

Addressing the Envelope

Suggested Format:

Front

Name of Interviewer
Job Title
Company
Street Address
City, State ZIP

Back

Your Name
Street Address
City, State ZIP

The USPS (www.usps.com) has adopted two-letter abbreviations for all states.

June 10, 2011

Dear Mrs. Chan,

Thank you for meeting with me today to discuss the Payroll position. The standards that you set for your department are very impressive and appealing to me. I am very interested in applying my computer skills, business school training, and two years of experience to producing accurate results in your section.

As we discussed, I will call you on Wednesday, June 18 to ascertain where I stand in the process. In the meantime, feel free to contact me at 717-397-4159 or 717-555-7777, if you have any further questions.

Sincerely,

James Roberts