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Thank You Letter

HOW TO WRITE A THANK YOU LETTER OR NOTE

Sending thanks after the interview can set you apart from the competition and it may help interviewers make a decision. Even if you are not successful, the thank you note may help the employer remember you for future opportunities.

WHAT TO INCLUDE

- Relevant skills, qualifications and experiences
- Anything relevant you may have forgotten to mention during the interview
- Statements to reinforce any weak areas or inconsistencies
- Knowledge or insights you gained in interview

THANK YOU LETTERS DEMONSTRATE

- Level of communication
- Appreciation
- Desire for position

GUIDELINES

- Send within 24 hours of interview
- Proofread - check spelling and grammar!
- Keep it focused, sincere, and to the point
- Thank you notes/letters can be emailed, given in person or handwritten in a note card. E-mail is the method of choice as it is fast, but your company research can help you determine the best method

SAMPLE THANK YOU EMAIL

Dear Supreet Kaur,

Thank you for taking the time to interview me yesterday for the Student Help position. It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company.

After our conversation, I am confident that my skills and experiences are a great match for this opportunity especially working with the international students in your program.

I am very enthusiastic about the possibility of joining your team. If you need any further information, please do not hesitate to contact me.

Once again, thank you for your time and consideration.
Amber Loi

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FORMAT OF THANK YOU LETTER

Your Name

Your Address (City, Province)*
Your Phone Number • Your Email Address
LinkedIn URL or E-portfolio link*

Date (When you write letter)

Full Name of Interviewer
Position Title
Organization Name
Organization Address

Dear Name of Recipient,

First Paragraph: Show your appreciation for the interview and reiterate how you are convinced that you are the right person for the job.

Second Paragraph: Emphasize qualifications that match what the employer is looking for, support a point that was perceived as a weakness or emphasize a strength that was indicated by the employer.

Third Paragraph: Thank the interviewer(s) again for the interview and their consideration. As it is the final paragraph, mention that you are excited and look forward to the prospects of hearing from them again soon.

Sincerely,

Your Name

*optional



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EXAMPLE OF THANK YOU LETTER

Amber Loi

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www.linkedin.com/in/amberloi

July 20, 2016

Supreet Kaur
Manager
ABC Financial
4567 Yonge Street
Toronto, ON M4B 2Y2

Dear Supreet Kaur:

I would like to thank you for interviewing me yesterday for the Employment Benefits Assistant position. I enjoyed meeting you and learning more about the position and ABC Financial.

The interview strengthened and confirmed my interest in the position and in working at ABC Financial. I am confident my qualifications and experience fit well with the job requirements and I am certain I could make a positive contribution to your team. In addition, my strong analytical skills would benefit the new direction the company is taking.

I would like to reiterate my enthusiasm for the position. I look forward to hearing from you. Should you require additional information, please do not hesitate to contact me.

Sincerely,

Amber Loi