

Thank You letter Samples

There are several kinds of interview thank you letters that you can write. Here are some samples that you may rewrite/edit according to your needs:



1st sample

Dear Mr./Ms. [Last Name]

I would like to thank you for the Job interview and the time we spent speaking about the job position in your organization yesterday.

I hope this small interaction may later translate into a fruitful professional relationship.

Please find enclosed a list of references that you requested. I look forward to hearing from you regarding your hiring decision.

[2 suggested sentences to include – And please edit according to your needs:

1. I trust you recognized my interest in the “job title”.

2. I look forward to being part of the R&D team and am confident that I will be able to be a highly efficient team player for making a positive contribution to the team’s goals.

(You may also consider including one of your [resume objectives](#) in the thank you letter.

In any case, boasting about your skills and experience in the thank you email/letter is not recommended.]

Again, thank you for your time, consideration and for all your efforts to arrange the interview.

Sincerely,

[Your Signature]

[Your Typed Name]



2nd sample: Short

Dear Mr./Ms. [Last Name]

This is in regards to the job interview yesterday. I have applied for the post of a ‘The Job Position’ with your company.

Take my sincere appreciation for this job opportunity you gave me. I am very interested in this opportunity.

As you requested, I am enclosing “some more related documents”.

I hope they are received by you in a positive light.

Sincerely,

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[Your Signature]
[Your Typed Name]



3rd sample: Short

Dear Mr./Ms. [Last Name]

I would like to thank you for taking the time to meet with me regarding the [position].

I want to express my interest in the job and believe that my work skills and the job requirements are a good match.

My references would be happy to tell you more about my experience and skills as a worker.

I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Typed Name]



4th sample

Dear Mr./Ms. [Last Name]

Thank you for taking the time to interview me for the [job title, example – elementary school teaching position] today.

I am grateful for the way you presented me the job [in details... if it was the second interview] and the company's work culture. I'd like to tell you that I am impressed with the company's reputation as well as the career growth/opportunity that you offer.

As I am very much interested in this position, my hope is that my competencies fit well with your requirements.

I am eager to bring my knowledge to the position, and believe that my [A,B,C] extensive experience I've already developed make me a good candidate.

I look forward to provide more information about my qualifications and the possibility of working with you.

Thanks you again for your time and consideration,

Sincerely,

[Your Signature]

[Your Typed Name]



5th sample

Dear Mr./Ms. [Last Name]

I would like to express my gratitude towards the opportunity to speak with you today about the [job title]. As this was my second interview, I enjoyed learning more about the position avenues.

After our discussion, I am convinced that my competencies are a good match for the job requirements and believe I have a lot to offer.

If selected, my [A,B,C] experience and [D,E,F] skills can make a positive contribution to the team goals and that is why I am very interested in this opportunity.

As you requested, I am enclosing [documents].

I hope they are received by you in a positive light.

Please contact me if you need more information about my background and qualifications.

Again, thank you for your time, consideration and for all your efforts to arrange this (second) interview.

Sincerely,

[Your Signature]

[Your Typed Name]



6th sample

Dear Mr./Ms. [Last Name]

It was a pleasure meeting with you yesterday, and I thank you for your time. I appreciate the fact that you've taken the time to acquaint me with the team, discussing about the [position] and presenting the company background.

After meeting with you and further observing the company's operations, I am convinced that my professional experience and skills coincide well with the position needs.

Now that I have met you and know more about the job requirements, I am even more excited about the opportunity of working as a member of your team.

Having the motivation to exceed prior expectations, as I briefed during the interview, I am ready to handle the challenges that you offer me and would definitely be a value added addition to the team and to the company.

I remain confident that my competencies are a good match for your needs, and hope to be among those in consideration for the job.

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If there are any further questions you would like to ask me, please contact me via email or telephone. Of course, I will be available for future interviews as needed.

I will look forward to speaking with you again soon.

Your Sincerely,
[Your signature]
[Name]



7th sample

Dear Mr./Ms. [Last Name]

I would like to thank you for interviewing me today for the marketing analyst position at IBM. I left the interview with a renewed esteem for the company and trust that you've recognized my interest in being part of your team.

As you presented the job, it offers the professional challenges and future growth that I always want for my career.

I am positive that I can contribute my enthusiasm & dedication to the position and convinced that my background and skills equip me more than adequately for the job requirement.

In addition to my enthusiasm and to reiterate my point further, I will add to the position – my strong verbal/written communication skills and the ability to work under pressure/workload and timelines.

My marketing background will help me learn quickly the job needs and adjust/adapt myself to the company culture.

Please do not hesitate to contact me, if you need more information about my background and qualifications. If you have any further questions, I can make myself available for any further discussions and interviews.

Again, I appreciate the time you took to interview me.

I am very interested in working for you and look forward to hearing from you soon about the position.

Your Sincerely,
[Your signature]
[Name]



8th sample: short

Dear Mr./Ms. [Last Name]

It was a pleasure speaking with you today.

I'm looking forward to meeting with you and learning more about this job opportunity.

Thank you again for your time arranging the job interview.

**Your Sincerely,
[Your signature]
[Name]**



9th sample – after a phone interview

Dear Mr./Ms. [Last Name]

I would like to thank you for taking the time yesterday to interview me over the phone for the position of Project Manager.

Please accept my sincere appreciation for this job opportunity you gave me. I am very interested in this opportunity.

After our discussion and further to observing the company's profile and the job description, I believe that my extensive experience and competencies [you may mention/highlight your strengths here] fit well with your requirements.

I would appreciate a face to face [personal] interview to discuss in detail my qualifications and would be happy to provide any additional information that may be required.

I look forward to hearing from you soon.

Again, thank you for your time and consideration,

**Your Sincerely,
[Your signature]
[Name]**