

THANK-YOU NOTE

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Sending a thank you note after an interview can be the reason you get the job!
A **written**, personal thank-you note is preferred. However, if the company is hiring soon, or you are not sure when a decision will be made, an **email** is an option.

Tips:

- Thank the interviewer for taking the time to meet with you
- Highlight your skills and sell yourself
- Make it brief and to the point

< Do not copy the following sample, use your own words >

Dear Mr. / Ms.:

Thank you for taking the time to meet with me about the _____ position. I enjoyed learning more about the organization and appreciated the opportunity to discuss my qualifications with you. I feel my project management and supervisory skills align with the _____ position. My experience in _____ has prepared me to begin working (full-time/part-time) and performing the duties discussed.

I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Name Printed
Your Email Address
Your Phone Number

During your interview, be sure to write down the interviewer's name with the correct spelling.

Double check the position title.

If possible, add your physical signature.

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