

# 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, sending an email is an option.**

## TIPS & EXAMPLES

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

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

Double check the positions title.

If possible, add your physical signature.

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

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