

## Directions for Writing a Thank you Note After Interviewing

Inside the thank you card, thank the person for their time and your continued interest in the job. Sign your name.

**\*USE BLACK OR BLUE INK\***

### Envelope

Your Name Here  
Street Address  
City, State Zip Code

Business Name  
Contact Name  
Street Address  
City, State Zip Code

### Thank You

Dear Ms. or Mr. \_\_\_\_\_ (contact name),

Thank you for the opportunity to interview for the \_\_\_\_\_ position at your company. I enjoyed meeting and talking with you.

This experience has prepared me for my future plans and you have helped me to better understand what it takes to become a \_\_\_\_\_ (career). My strong communication skills and customer service experience would make a contribution to your company. (List your own skills here, or give an example).

Thank you again for your time and consideration for the \_\_\_\_\_ position. Your support will always be appreciated.

Sincerely,  
(Sign here)

LEAVE TOP  
BLANK

Dear Ms. Or Mr.:

Thanks you for the opportunity to interview for the sales position at your company. I enjoyed meeting and talking with you.

This experience has prepared me for my future plans and you have helped me to better understand what it takes to become a sales person. My s

Thanks you again for your time and consideration for the sales position. Your support will always be appreciated. Sincerely,