

What To Include In Your Thank You Letter

This is your sales pitch. It should be short and to the point. Here's what to include in your thank you letter.

Remember, this is a marketing piece, your sales pitch. Use an active voice. Speak in the present tense. Keep it short and to the point, around three paragraphs or so.

Consider starting to write your thank you letter before the interview. That way, you can fill in the details and email it as soon as you return home. Thank You Letter Contents

Include the following points in your thank you letter:

- Show your admiration for the company's approach and their plans for the future. If there is something unique about the way the job is structured, make sure you compliment them for their innovative thinking.
- Reiterate how your skills supplement their organization and fulfill their position requirements. Describe specific examples showing what you've done in the past that will immediately impact the employer's current situation.
- Include specific examples telling why you are a good fit for the company.
- If you thought of something you should have mentioned during the interview, describe it here. Be brief. If they want more details, they'll ask.
- Address any issues or objections that were raised during the interview.
- Close by asking for the next step. If they plan to make a hiring decision based on the interview, ask for the offer. If the next step is to be invited back for another round of interviews, ask for that.