

THANK YOU LETTER FORMAT

www.citadel.edu/career_services/Communication.htm

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



Header from Your Resume

Interviewer's Name
Title
Company Name
Mailing Address
City, State, Zip Code

Dear _____:

First Paragraph. Thank the employer for the opportunity to interview with him/her. Mention the date of the interview and the location (i.e. The Citadel Career Center). Refer to the position title and the company name. If you are interested in employment with this company, reaffirm your interest in the position and reference a few specific points of discussion you had with the employer during the interview. If you are no longer interested, politely thank the employer, mention one positive aspect of the interview, and in closing indicate that you do not feel the company to be a match for your current career interests and objectives at this time. Keep the door open in the event that a future opportunity with the company matches your interests.

Second Paragraph. Develop the specific points you mentioned from the interview that hold your interest in the company (mentioned above). Close by expressing your interest once more and refer to looking forward to the next contact the employer has indicated. For example, if the employer told you at the interview that you would be receiving an employment application packet in the mail, indicate you look forward to its receipt and that you will complete and return it promptly.

Sincerely,

Your signature.

Your typed name
Phone Number