

The key to a great thank you letter is sincerity and customization. Never write a run-of-the-mill thank you letter or you might be seen as a run-of-the-mill candidate.

Below is an example of a skillful thank you letter that incorporates specific lessons and conversation points from the interview into a personalized message to the hiring manager.

(Candidate Name)
Post Office Box 1032
Lakewood, Colorado 80000
(865) 111-1111 Office
(865) 111-1111 Home

December 1, 2003

(Manager Name)
(Mgr Title)
GENERAL MANUFACTURING, INC.
8116 Armour Street
Denver, CO 80000

Dear Mr. Tankson:

It was a pleasure speaking to you on Friday, and I am delighted that you took the time from your busy schedule to discuss the Federal Home Loan Bank (FHLB) and the Manager of Internal Reporting position with me. In addition to experiencing a very enjoyable and informative interview, I came away even more enthusiastic about the organization and the opportunities at the FHLB.

After meeting with you, I gather that the position responsibilities would be a perfect match for my qualifications, background and experience. During our discussion, I sensed that we have a lot in common and would work well together. I am excited about the opportunity and I would love to support your vision and direction for the reporting function while making superlative contributions. The position is in-line with my career goals and I believe I would be very successful at the FHLB. My positive "can-do attitude" when combined with a passion for my career, solid technical skills, sound leadership, and decision making abilities are traits that, when combined, would make me a valuable addition to your team. I am committed to excellence and process improvement, as I believe they are fundamental to individual and organizational success.

I believe my skills will be an enhancement to your existing leadership, and I am poised to make positive contributions now, and increasingly more in the future. I hope I will have the opportunity to become a part of your dedicated team of professionals.

Sincerely,