



Job Interview Thank You Letters Example Template

By Lyndsay Swinton

Use this job interview thank you letter template and get your dream job.

Dear (insert interviewer's name),

Interview for the position of (insert job name) Interview date (insert date)

Thank interviewer for their time. State you want the job, and why.

Repeat why you're right for the job and why they should hire you – this is a BRIEF sales pitch stating your skills and what you can do for the company. Emphasise anything the interviewers were especially interested, or unique. Remember to use positive, future oriented language e.g. I will do this instead of I would do this.

Say thanks again, offer more information if required, and say you're looking forward to hearing from them soon.

Add your contact details as appropriate; e.g. work, home and mobile numbers, email and mail addresses, and any relevant special information e.g. you will be on holiday for two days.

Sincerely,

Caroline Candidate (insert your name).

By Lyndsay Swinton

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