**Thank you Letter Guidelines**

*You should follow up an interview with a thank you letter within 24 hours.*

The letter should be less than a page long. The font should be around 12 point using a traditional font like Times New Roman, Arial, or Calibri. The letter itself should be single spaced with 1 inch margins and look like a business letter format. Double space between paragraphs and be sure to have someone edit it for accuracy before you mail it.

**Header:** Your letter should begin with both you and the employer’s contact information (name, title, company name, address, phone number, email) followed by the date.

**Salutation:** Address the letter to your interviewer using his/her formal title (“Dear Mr./Ms./Dr.). Please make sure you spell the name correctly.

**Paragraph 1:** Thank the employer for taking time to interview you. You might include any positive comments you have about the company.

**Paragraph 2:** Explain why you are an excellent candidate for the position. Mention your specific skills or experiences as they apply.

**Optional Paragraph 3**: If you forgot to mention anything about your qualifications during the interview you can mention them here.

**Paragraph 4:** Once again, thank the employer for interviewing you. Tell him you look forward to hearing back from him soon about the position.

**Closing:** Use a kind but formal signoff, such as “Sincerely” or “Best Regards”.

**Signature:** Skip 4 spaces (so you can sign the letter) and type your full name.

You might look at some sample thank you letters on the internet to get more ideas.

This letter format comes from the website [www.about.com](http://www.about.com) and Thank you Letter Guidelines.