

Thank-You Note to Employers – Template

Tips

Send Thank You Note - whenever someone helps you with your job search – i.e., job interviews, site visits, meeting recruiters at career fairs, and even for informational interviews.

Send Within 24-48 hrs – the sooner, the better!

Be Clear & Concise – keep the letter short, be brief but meaningful.

Don't Sell Yourself Short – reiterate to the employer why you are a great candidate. Remind them of something important you discussed in an interview or provide them with some new information that you forgot to mention.

Proofread – it's important all your communication is polished and professional.

Interview - Thank-You Template

Dear *(Name of Interviewer)*,

Thank you for taking the time out of your busy schedule to talk with me about the *(Job Title)* with *(Company Name)*. I appreciate your time and consideration in interviewing me for this opportunity.

After speaking with you *(and/or the group)*, I believe that I would be a perfect candidate for this position, offering the *(Insert Strength)* and *(Insert Strength)* that is needed for this position.

In addition to my enthusiasm for being a top performer, I would bring the technical and analytical skillset that is necessary to get the job done well.

I am very interested in working with you *(and/or the team)* and look forward to hearing from you once the final decision is made regarding the position. Feel free to contact me at any time if further information is needed. You can contact me via *(Insert Phone #)* or *(Insert Email Address)*.

Thank you again for your time and consideration.

Sincerely,

(Your Name)



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