



Thank You Letter Tips

A job-seeker should send a thank-you letter right after they have been on a job interview. The thank-you letter can be hand written or typed, hand-delivered, mailed, or emailed. (If you really want to stand out – send a hand written note on a nice card.)

- If you are going to hand write and hand deliver a thank-you letter, which is highly recommended, you should hand deliver the thank-you letter to the front desk of the company either later in the day after your interview or at latest the next day.
- If you are going to type/hand write and mail a thank-you letter, send it by mail within 24 hours of an interview.
- If you are going to email a thank you letter, send the email the same day of the interview.

What should be in a thank-you letter? Here is a sample:

Dear Mr. Weatherby,

Thank you for taking the time to discuss the Insurance Broker position at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I look forward to hearing from you concerning your hiring decision. Please contact me should you have any questions or need any further information. Again, thank you for your time and consideration.

Sincerely,

John Oakley

Career Center Location & Hours:

Student Services Bldg. – Room SS-282, (805) 965-0581, ext. 2331

Hours: Mon. 9–4:15 pm, Tues. 9–4:15 pm, Weds. 9–6:45 pm, Thur. 9–4:15 pm, Fri. 9–1:00 pm