

## **Job Interview Thank-You Letter Formula**

Fundamentals of a general Thank-You letter:

### **First Paragraph**

Use the first paragraph of your thank-you letter to show your genuine appreciation for the job interview and to reinforce your interest and fit for the position. Use words like thank you, thanks, appreciate, excited, and enjoyed. *Example opening paragraph:* Thank you so much for taking the time to discuss the xxx position at xxx with me. After meeting with you and the other members of the marketing department, I am further convinced that my background and skills are perfect for the position.

### **Second Paragraph**

Use the second paragraph to showcase some of the key elements of your background that match exactly what the employer is seeking in candidates. Use words like convinced, ability, experience, achieve, collaborate, and contribute. *Example second paragraph:* I am eager to bring my previous marketing experiences, strategic problem-solving skills and passion for your brands to your department.

### **Third Paragraph**

Use this optional paragraph to reinforce a point you perceived as a possible weakness during the interview or to play up a key strength the employer seeks - or to mention something you forgot to state in the interview. *Example third paragraph:* As for your concern about my sales experience, I want to reiterate that whilst I have not previously operated in your market before I feel the sales skills I have developed are transferable.

### **Fourth Paragraph**

The fourth and final paragraph of your thank-you letter should again thank the recipient for the interview and for being considered for the position, and mention that you are looking forward to the next step in the process and hearing back shortly. *Example fourth paragraph:* I look forward to hearing from you regarding your hiring decision. Finally, thank you again for your time and consideration.