Structure of a Thank-You Letter

Your Contact Information
- Street Address
- City, State, Zip Code
- Current Date
- (followed by space)

Addressee Information
- Name of the interviewer
- Title of the interviewer
- Company/Organization name
- Street Address
- City, State, Zip Code

Salutation
- Dear Mr./Ms. (Interviewer’s last name):

First Paragraph
- In the first paragraph, state when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.

Second Paragraph
- In the second paragraph, mention something that particularly appeals to you about working for them and reinforce a point or two in support of your application.

Third Paragraph (Optional)
- If after the interview you thought of something you wish you had said, the third paragraph of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.

Closing Paragraph
- In the last paragraph, thank the employer for considering your application and ask for further communication.

Signature
- Sincerely yours,

Your Handwritten Signature

Your typed name