Thank You Letter

A thank you letter is an important part of your job search. The letter should be sent 24 to 48 hours after the interview. This means if your interview was on a Friday, you should send the thank you by Monday or Tuesday. Email is the most common way to send a thank you letter, but you can also choose to send a formal letter via postal mail. If you send a physical letter, send it immediately after your interview so it arrives in a timely manner.

Why a Thank You Letter Is Important

- Reminds the interviewer of who you are and helps them recall you as a job candidate
- Shows your appreciation for the opportunity to interview
- Helps show enthusiasm and desire for the position
- Demonstrates your communication and follow through skills
- Highlights job skills mentioned in your resume
- Makes the case of why you are the best candidate for the position

What to Include in a Thank You Letter

- Make sure to say thank you
- Formally address the interviewer
- Include the date of the interview
- Indicate the position to which you applied
- Mention one or two specific points you discussed during the interview
- Ask for the opportunity to continue to the next step in the interview process or reiterate your interest in becoming a member of the team
- Remind the interviewer of your contact details
- End the letter with a formal close such as Thank you, Best, Regards, Sincerely, etc., and your signature
- The email address that you use should be the exact same one you consistently use throughout the entire job search process
- Your subject line should read “Thank You for the Interview”

Most importantly:

Proofread!!!

Don’t forget to proofread by using spellcheck and grammar check before sending your document

Thank You Letter Example

Subject Line: Thank You for the Interview

Hello Ms. Butler,

Thank you for the opportunity to interview earlier today. I was excited to learn more about the role of a Radiology Technologist with MetroHealth. It was a pleasure meeting you, and I appreciated the time you took to give me a tour of the department.

I am eager to start working as a radiology technologist. I feel my clinicals have prepared me to become an integral part of the team at MetroHealth by providing a foundation in fluoroscopic and x-ray technology. I look forward to learning and developing additional skills from experienced professionals in such a dynamic setting.

I was particularly impressed with the focus on customer service and the importance of team collaboration to provide the best possible care for patients. This aligns perfectly with my desire to contribute to a positive healthcare environment.

I look forward to the next round of interviews and to the possibility of joining the MetroHealth family. Thank you again and have a great weekend!

Sincerely,

Rachel Scanner
(440) 123-4567
professional@email.com