

THANK YOU LETTER WORKSHEET

FIRST PARAGRAPH

- Thank interview for taking the time to meet with you
- Reiterate your interest after hearing the specifics of the job
- Show enthusiasm for the job

SECOND PARAGRAPH

- Include reasons why you are an excellent candidate for the job
- List specific skills that relate to the job you interviewed for
- Mention anything you didn't bring in up the interview that you'd like the employer to know

THIRD PARAGRAPH

- Reiterate your appreciation for being considered for the job
- Let the interviewer know you are looking forward to hearing from him/her soon
