

MBA-MSF Thank You Letter Template

When to use: within 2 days of *any* interview, informational or formal.

Who to send it to: *anyone* with whom you interviewed, **including the front desk staff** (they often are seen as a good, informal barometer for prospective employees)

How to respond: E-mail is fine, but to really make an impression, a handwritten note is best. Be sure to get the email and mailing address of each person you

To Include:

1. Reference the interview date and reiterate your appreciation for the interview – “thank you” goes a long way.
2. **Explain** your enthusiasm for the role – *why* are you a good fit? *How* will you fit with the team, the firm culture?
3. Reference a topic from the discussion: personalize the letter with a reference to your conversation
4. Address any unresolved points, especially if you did not have time to address this in the interview
5. Reiterate your relevant experience and highlight your successes.
6. Close with a thank you and follow-up plan.
7. Proofread
8. Proofread
9. Proofread

Name
Title
Organization
Address
City, State, Zip Code¹

Dear Mr./Ms. Last Name:

Use the first paragraph to thank the interviewer for taking the time to meet with you. Begin with the context (date and position), then mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. Highlight cultural fit/relevant experience/how you can contribute. The more detailed you are, the more the interviewer will know about your qualifications.

The third paragraph (optional) can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,

Your signature

Your typed name

¹ You can omit this section if you are sending a hand-written note