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770-517-2660

SAMPLE THANK YOU FOR THE INTERVIEW LETTER

Date

Joseph Candidate
838 Marian Way
Atlanta, GA 30069
(770) 517-2660

Mr. Brett M. Stevens
President
The SearchLogix Group
2950 Cherokee Street
Building 900
Kennesaw, GA 30144

Dear Brett:

Opening Sentence: Express sincere appreciation for the interview

2nd Paragraph: Reemphasize your strongest qualifications; draw attention to how those qualifications match the job requirements

3rd Paragraph: Reiterate interest in the position; use this opportunity to provide or offer supplemental information not previously given

4th Paragraph: Close for the next step

Last Paragraph: Restate your appreciation

Respectfully yours,

Joseph Candidate

NOTE: Before printing or sending, ALWAYS check your spelling.