

# Writing a Thank You Letter That Sells

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A thank-you letter should be more than a polite thank-you. Besides expressing interest in a position, thank-you letters can reinforce, correct a first impression and/or build on the relationship you've already established with the interviewer. **Your thank-you letter should be emailed, faxed or dropped off with-in 24 hours of your interview.** Don't delay! Be sure to send a separate and distinctive letter to each person you met with.

The letter should be in a professional, business format. Below is a five-part structure to get more mileage from your message:

1. Tell the interviewer how much you enjoyed meeting him or her.
2. Express your enthusiasm for the company and position by reiterating specific selling points that were discussed in the interview.
3. Explain why you are an excellent candidate by drawing upon achievements from your prior experiences and making parallels where applicable.
4. If there were questions you didn't feel were answered adequately in the interview definitely take this time to make yourself clear or to address hesitations the employer may have in moving forward in the interviewing process.
5. Establish your next point of contact.

Remember, it is very important to sound genuine and sincere.