

# Pacific Crossing

TECHNICAL STAFFING - PROJECT MANAGEMENT

## Thank You Letter

Thank you letters are the mark of a socially skilled person. Taking the time to write a brief note of appreciation for your interviewer's time will make them glad they took the time to meet you. It will also leave a favorable, lasting impression.

### The five elements of a thank you letter are:

**Statement of Appreciation:** Thank them for their time.

**Restate Discussion Point:** Include reference to at least one topic of discussion during your visit.

**Express You're a Match for the Job:** State that your qualifications will meet the needs of their company.

**Express Your Interest:** Let them know you are interested in the job.

**Next Step:** State that you will contact them in the near future.

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## Thank You Letter Sample:

December 9, 1998

Mr. John Q. Public  
Production Manager  
PROSPECTIVE COMPANY, INC.  
1234 Prospect Street  
St. Louis, MO 80226

Dear Mr. Public:

Thank you for taking time to interview me for your warehouse supervisor position and for the tour of your plant (**Appreciation**).

Your ability to move large quantities of products in such a short period of time is impressive. It is only natural that your product turnover rate would cause some of the problems we discussed (**Restate discussion**).

After listening to what you need, it seems that my experience in organizing and running a warehouse team could be of immediate benefit to your company. I like the idea of being able to make a contribution right away (**Match**).

Feel free to call my prior boss, Bill Rosenberg, about my warehouse experience and work habits. His number is 621-9600. I am very interested in this position and look forward to speaking with you about it again (**Next step**).

Sincerely,

John Doe