

# Sample Thank-You Correspondences (After an Interview)

<i>Outline</i>	<p>Dear Mr./Ms. [Last Name]:</p> <p>Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your continued interest in the job and how enthusiastic you are about the position.</p> <p>The second paragraph should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.</p> <p>The third paragraph (optional) can be used to mention anything that you did not bring up at the interview that you would 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.</p> <p>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.</p> <p>Sincerely, [Your Typed Name]</p>
<i>Example 1</i>	<p>Dear Ms. Zenith:</p> <p>It was very nice speaking with you about the law clerk position at ABC Law Firm. The position seems to be an excellent match for my skills and interests. The creative approach to client service that you described confirmed my desire to work with you and your firm.</p> <p>In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My business background will help me to understand and effectively service the needs of your small business clients.</p> <p>I understand your need for a law clerk with excellent writing skills in your law and motion practice. My strong writing and oral advocacy skills will allow me to hit the ground running. I neglected to mention during my interview that I had taken a pre-trial course and a law and motion course last semester.</p> <p>I appreciate the time you took to meet with me. I am very interested in working for you, and I look forward to hearing from you soon.</p> <p>Sincerely, Clark Kent</p>
<i>Example 2</i>	<p>Dear Mr. Syung:</p> <p>It was a pleasure to meet you yesterday to discuss an associate position at the XYZ Law Firm. My interest in your firm was significantly strengthened after visiting with your colleagues and learning about their practices.</p> <p>Mr. James, Ms. Kelsey and Mr. Block described their respective practices in employment, commercial and real estate law with refreshing candidness. I appreciated their honesty about the rigors of law practice in a small firm. I am quite accustomed to working under pressure and juggling different projects.</p> <p>XYZ Law Firm is exactly the type of organization I have envisioned myself joining: a small, general practice law firm where I will have hands-on experience early in my career. I understand that you are still interviewing other candidates and that a decision will not be made until the end of the month. Thank you for considering me for the associate position, and I look forward to hearing from you soon.</p> <p>Sincerely, Mary Christmas</p>