

Thank You Note

If you have done your job during the interview, you have written down the name and contact details for the person who interviewed you. Or you may have asked for and received a business card. Sending a thank you note could very well land you the job because it shows respect and appreciation and most candidates will not take the time to write.

We recommend a hand-written note and the example below is a suggestion only. You should personalise your note and make it your own.

Company Name

Date

Address

Dear Ms. Khoza:

Thank you for taking the time to meet with me last Tuesday.

Our discussion about the qualifications for the **Customer Service Representative** position confirmed for me that I am a good fit for this job. I was so pleased to find that the staff members and the environment at your company were welcoming and friendly. I can imagine myself as part of your team and I hope you can, too.

I welcome the opportunity to provide any further information you may need to reach a decision. Thank you once again for your kind consideration.

Sincerely,
Roberto Clemente