

How to Write a Thank You Letter

After your interview you should send a thank-you letter to the recruiter who you interviewed with. You can pick up recruiter contact information in SIRC following your interview, or if possible, ask for a business card of the recruiter at the end of your interview.

Sample Thank You Letter

Ima Needy

49 Locust Street Denver, Colorado 80222

Karen Bewley
Corporate Recruiter
HB Hotels, Inc.
1400 Jackson Street Denver,
Colorado 80206

Dear Karen,

I would like to take this opportunity to thank you for interviewing me on November 3. I am very excited about the manager in training position at HB Hotels and the chance to work with such a great team. This position is exactly what I have been looking for, and I sincerely hope I am the person you are looking for as well.

If I can provide any further information, please feel free to contact me at (517) 736-7374. Thank you once again, and I look forward to hearing from you.

With great interest,

Ima Needy