



*How to Write a*  
**Thank You Letter  
After an Interview**



# "Thank You Letter" Communication Funnel

## AWARENESS

Create an awareness about the organization, what they do, what stands out, and your understanding about their industry. Call out details! Do your research and pull key words that they use on their website.

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## INTEREST & ABILITY

Demonstrate your excitement and strong interest in the company, position and your ability to be a perfect cultural and technical fit within the organization. Call out anything technical or skill wise that you know is important in the role. Use detail.

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## SHORTCOMINGS

Address any shortcomings that you feel may be significant and speak to any potential concerns that you believe the interviewer may have. Examples may be an area of weakness such as location, longevity, being too seasoned or too early on in their career.

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## FINALE

Reinforce your genuine interest in the company and the role.

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# Sample Letter

December 16, 2021

Dear Ms. Burrola, Mr. Smith, and Mrs. Jones,

It was a pleasure speaking with you on Thursday morning. It was impressive to learn about Boutique Recruiting and the cutting-edge practices that make your organization a leading staffing firm. Your company has had spectacular growth and after learning more I can see why. The humanistic level of service that you provide to candidates, and the technology, tools, and support that you supply to your recruiters and account managers is unmatched in the industry.

← **AWARENESS**

I am truly excited about the position, and the possibility to make an impact and be part of the next stage of growth that will launch your company on a nationwide level.

← **INTEREST AND  
EXCITEMENT**

My successful 10 years in staffing working “in-house” and my position as a top-performing recruiter at my current company has prepared me for a seamless transition. I consistently hit my sales goals and take my work seriously, but never lose sight of approaching each candidate in a unique and personal way.

← **ABILITY**

I have a strong interest and recent training experience; training others who are new to the recruiting industry. My passion and training others to launch their careers in staffing would be instrumental in improving the onboarding of newly hired and less experienced recruiters to the Boutique Recruiting team.

← **SHORTCOMING  
or something you forgot to mention  
in the interview**

While the commute is unusually long for me, I would consider a move to San Diego to be closer to the office. I plan to have dedicated home office space to work from home when needed. In addition, I will immediately plan to learn more about Bullhorn and become familiar with Slack. I am a quick study and feel confident that I can master both platforms with ease.

Your team was welcoming and easy to talk to. Along with everything I learned about Boutique Recruiting and its leadership, it has reinforced my sincere interest in the role. I appreciated everyone’s time. I look forward to hearing back from you.

← **REINFORCE  
INTEREST**

Sincerely,

Sema Jacobs

# Thank You Letter Checklist

Researched company website and mentioned what stood out about the company.

Mentioned the connection you had with the interviewer or anyone you met on the interview.

Explained at least 3 main reasons why you are a good fit that was mentioned by the interviewer or that was in the job description.

Explained how you will contribute to the company. What concrete skills you possess.

Check spelling and run your letter through Grammarly.com to check for errors.

Include the specific names of the people that you met with.

Ask someone to proof-read your letter.

Send letter promptly after interview - on the same day as your interview