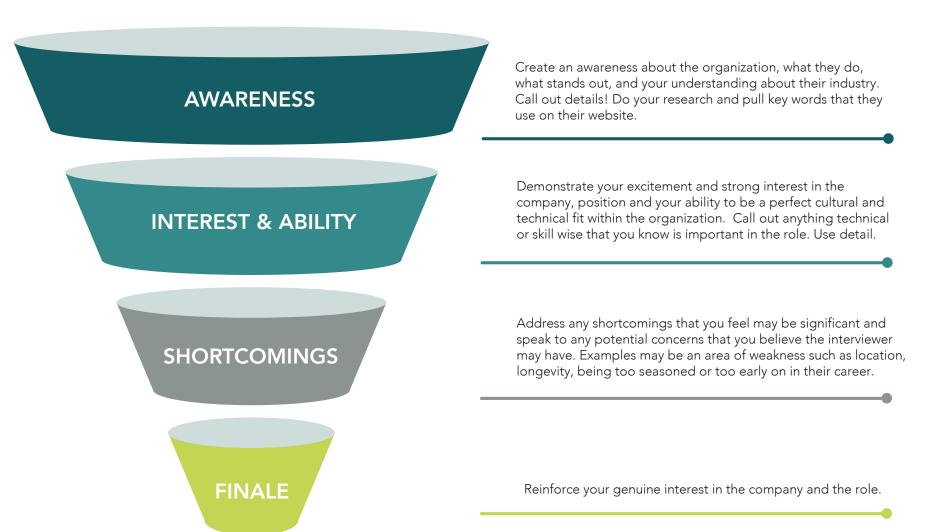




"Thank You Letter" Communication Funnel



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.

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.

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.

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.

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.

Sincerely,

Sema Jacobs









or something you forgot to mention in the interview





Thank You Letter Checklist

Researched company website and mentioned what 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 interviewee or that was in the job description.
Explained how you will contribute to the company. What concrete skills you posses.
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