

## **Thank You Letter**

- Thank you letters should be sent promptly after each interview
- Remind the employer who you are
- Impress the recruiter with your courtesy and follow-through
- Remind the employer of your background and qualifications
- Show your enthusiasm and continued interest in the field or specific position
- Convey to the employer your sincere appreciation for his/her time and consideration
- Thank you letters do not need to be lengthy or elaborate, but should be sent as a business courtesy