

## Suggested Thank You Letter Format

Street Address

City, State, Zip

Date

Name

Title

Name of Organization

Street Address

City, State, Zip

Dear Mr./Ms. \_\_\_\_\_:

Express your sincere appreciation.

Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.

Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given.

Restate your appreciation.

Sincerely,

Joe Shaw