

# THANK YOU LETTER

CLEMSON UNIVERSITY MICHELIN<sup>®</sup> CAREER CENTER

Your mailing Address

Date

Contact's name

Contact's title

Company

Company's mailing address

Dear Mr./Mrs. \_\_\_\_\_:

Remind the interviewer of the reason you were interviewing and the date of the interview. Thank them for the interview and add specific aspects of the interview to personalize the thank you.

Confirm your interest in the company/organization along with the position. Use specifics to re-emphasize that you have researched into the company and what the position involves. If you want to add anything else that you may have wanted to say in the interview but didn't put it in this paragraph but remember to keep it brief.

This paragraph is where you want to close with a suggestion for further action. Enclose your contact information again and mention that you will follow up by contacting them within a given time frame. Let them know that you would be happy to provide any further information about your qualifications.

Sincerely,

(Your signature)

Your full name typed

Enclosure(s)