

Thank You Letter Guide

The letterhead from your resume and cover letter goes here.

Date (spelled out Month, date, year)

Mailing Address

Complete name, title, and address to whom you are sending the letter.

Salutation

Dear Dr., Mr., Ms. etc. and their last name followed by a colon.

First Paragraph

Express your sincere appreciation; naming all people with whom you were interviewed and the position for which you interviewed.

Second Paragraph

Reemphasize your strongest qualifications and how you meet the requirements of the position. Draw attention to the match between you and the job. Show how your past work experience matches the job for which you are applying. You can also discuss something interesting or helpful you learned in the interview

Third Paragraph

Reiterate your interest in the position and offer to provide additional information if needed. Restate your appreciation.

Closing

A simple "Sincerely," followed by 3 blank lines (4 enters) for your signature followed by your full name

Marvin A. Student

(xxx) xxx-xxxx] | email@gmail.com

December 15, 20xx

Dr. Wonderful Employer
Assistant Superintendent – Great School District
Address
City, State Zip

Dear Dr. Employer:

Thank you for the opportunity to interview for the Special Education Teacher position with your Great School District today. I enjoyed meeting with you, Ms. Employer #2, and Ms. Employer #3, and I especially enjoyed learning more about the challenge and opportunities this position offers.

My enthusiasm for the position has been strengthened considerably resulting from our interview, and I am confident my education and experience continue to match those required of your posted position. As you may recall from the interview, my experiences as a student teacher with the Marquette School District and my volunteer experiences have given me the knowledge necessary to meet the growing demands of this position and your school district, and I am confident I will be able to make significant contributions to your students.

I would like to take this opportunity to reiterate my very strong interest in the position and in working with you and your staff. Please feel free to contact me at xxx-xxx-xxxx if I can provide you with any additional information. Again, thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Marvin A. Student