

# Guidelines for the writing of a thank you letter

**Do you know what the purpose of a thank you letter is?**

**Answer:** a thank you letter is a short email, a discreet reminder of you indicating your additional motivation to join the company. A thank you letter is sent after the first stage of a job interview.

**KTU Career and Education Centre provides the guidance material for the writing of a thank you letter.**

- 01.** If possible, begin a letter by addressing the specific person you have met at the job interview by name and surname.
- 02.** Thank them for the meeting and mention the position you applied for.
- 03.** Specify how this meeting has impacted your choice of job/internship position (1 sentence).
- 04.** With regards to the aspects mentioned during the interview, briefly state how you could be useful for the company if they choose you. You can emphasise your theoretical/practical experience, personal qualities related to the expectations and requirements of the organisation mentioned during the interview (1-2 sentences).
- 05.** Mention that you could come to another interview and send additional information, if needed.
- 06.** Thank for their time and express your interest in their final answer.

Note that commas should be placed either after both opening and closing formula or after neither

Respectively  
Name Surname

**Important:**

Do not feel disappointed if you receive a negative answer from the company. Use the contact you have made and inquire if they have other vacancies that could be of interest for you. If the company cannot offer anything at the moment, express your motivation to join their team if such a possibility becomes available in the future.