

Post Phone Interview Thank You Letter

Please notice we didn't say Post-Interview Email or Text! You have not met this hiring authority face-to-face at this point, so you need to make certain that you demonstrate courtesy, polish, and thoughtfulness, and you also want to set yourself apart from other candidates in the interviewing process. So after a phone interview, you draft and send a brief (1/2 page to 1 page max) Thank You Note/Letter, on personal stationary, attached to an email. Never send this, or any, letter to a prospective employer until you have received post-interview feedback and forward instructions from your "Headhunter".

YOUR PERSONAL LETTER HEAD HERE WITH YOUR NAME, ADDRESS, CITY, STATE, ZIP, AND CELL PHONE NUMBER

Date

Hiring Authority's Name

Their Title

Company Name

Street Address or PO Box

City, State, Zip Code

Dear (First Name or Mr./Mrs./Miss, or Ms./Dr., etc.)

Thank you for taking time to speak with me today about the _____ (Title of Position) opportunity with _____ (Name of Employer)! Your information and insights shared with me were very helpful!

While there is still much that I need to learn about this opportunity, the _____ (company Name) team, and your expectations of me, I like what I hear thus far!

I understand that you need a _____ (Title of Position) who can / or will:

- In one line state the #1 most important thing that needs done.
- In one line state the #2 thing that needs done.
- In one line state the #3 thing that needs done.
- I will _____ (state a competitive advantage that you will bring to the position).
- I will also _____ (state a second competitive advantage you will bring to the position or company).

I look forward to meeting with you and your team in person at your earliest convenience. Thank you for your continued consideration!

Sincerely,

Your Name