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Sending a thank you letter after a job interview could be a determining factor in the decision for your interviewer. Experience shows that this letter is very important and that a job offer is sometimes given based on this letter (in situations where the organization or company is deciding from among several candidates).

It is crucial to send a thank you letter to the person that interviewed you **3 days after the interview**. This letter indicates: your care, determination, enthusiasm, and professionalism.

Two types of thank you letters can be used:

- The first: say thank you for having been interviewed and mention your interest for the position that you have discussed;
- The second: say thank you for having been interviewed and mention your lack of interest for the position that you have discussed.

Whatever your decision and content of your letter:

- Type your text;
- Take care with your presentation;
- Label it with "Personal and Confidential" on the envelope and at the top of your letter;
- Simplify your style (limit your sentences to 12 words maximum);
- Create a clear and concise text;
- Make sure to make it short;
- Avoid having an overly affirmative tone;
- Don't thank in an overbearing way;
- Have it read by 3 people before sending your letter.

1 THE FIRST TYPE OF LETTER: YOU ARE INTERESTED

1.1 Advice

Your letter must:

- Be simple, direct, factual, and courteous;
- Prove your level of education (you distinguish yourself from the other competing candidates for the same position, who don't send it);
- Emphasize your listening skills and your sensitivity to the priorities of the recruiter;
- Show your interest for the position. Employers are particularly sensitive to 3 criteria:
 - enthusiasm;
 - perseverance;
 - involvement.



1.2 Content

A thank you letter in which you:

- say thank you for being interviewed;
- mention the date and the place of the interview;
- take 2 or 3 aspects of the position and recall the priorities (objectives/assignments/tasks) of the organization/company;
- summarize the key priorities/tasks of the position;
- restate what they have told you (the 3 priorities or key tasks of the job). It is not appropriate or advised to try to prove that you have the profile for the position. You have done this during the interview. To do this again could be counterproductive;
- initiate another point of contact (if things remain open) or confirm what has been decided for next steps.

1.3 Format

Two formats are possible:

- email;
- letter.

Avoid the business card or a rapidly filled in card. Show that you are very interested in this position...and to your interviewer.

- **Example 1:**

*Claude Expedite
16, avenue des Talents
12345 BELLEVILLE*

*Mr. Dominique Destinate
12, place du Succès
54321 GRANDVILLE
Belleville, March 27 20XX*

Dear Mr. Destinate:

I would like to thank you for our interview on March 25 20XX.

The expectations for the open position are:

- fluency in English;
- experience in processing text and spreadsheets;
- a talent for negotiation.

They correspond with my competence and skills and I confirm my interest in this job.

Thank you for your consideration.

Best regards,

Claude EXPEDITE



- Example 2

*Claude EXPEDITE
16, avenue des Talents
12345 BELLEVILLE*

*Mr. Dominique Destinate
12, place du Succès
54321 GRANDVILLE*

Belleville, July 5. 20XX

Dear Mr. Destinate,

I am writing to you following a very encouraging interview that I had with you on February 7.

I noted the 3 key functions of the open position are:

- prepare weekly the seminars that begin the following week;
- compile evaluation forms from the seminars received by the facilitators;
- write up monthly statistical reports and write corresponding reports.

This job description corresponds exactly to the one I am looking for. I await your proposal with great interest.

Thank you again.

Best regards,

Claude EXPEDITE



2 SECOND TYPE OF LETTER: YOU ARE NOT INTERESTED

In this type of letter, you say thank you for the interview and mention your lack of interest for the position that you have discussed.

2.1 Advice

This type of letter is strategic and sensitive. Be careful because your paths have crossed and could cross again.

Don't limit yourself to a small box where you say thank you for "the kind reception." Send a typed and detailed letter.

2.2 Content

- Mention the date and place of the interview.
- Then recall the priorities (objectives/assignments/tasks...) of the organization/company and then state your required criteria.
- Announce your position and/or your reserves and/or your decision.

2.3 Format

There are two possible formats:

- the position is not interesting to you and you would like to end discussion;
- another position interests you there.



2.4 Examples

2.4.1 Thank you letter for a position that does not interest you and for which you would like to end discussion.

- **Formule # 1**

Claude Expedite
16, avenue des Talents
12345 BELLEVILLE

Mr. Dominique Destinate
12, place du Succès
54321 GRANDVILLE

Belleville, March 19, 20XX

Subject: Our interview on March 17 20XX

Dear Mr. Destinate,

Thank you for the interview that you had with me on March 17.

I noted that the three priorities in the next twelve months for the role assistant production manager were

- *creating a plan and outline for the transformation of the facilities;*
- *development of special equipment for extrusion;*
- *the replacement of packaging machines.*

I am afraid that this does not correspond with my career objectives.

However, I appreciated your reception and for your consideration of my application.

Best regards,

Claude Expedite



- **Format #2**

*Claude EXPEDITE
16, avenue des Talents
12345 BELLEVILLE*

*Mr. Dominique Destinate
12, place du Succès
54321 GRANDVILLE*

Belleville, September 20 20XX

Dear Mr. Destinate,

First, I would like to thank you for the very encouraging interview that you had with me on September 17 in your office.

During our discussion, you provided me with very detailed information on the development on the development of your organization/company and offered a position for "After-sales service manager."

After much reflection, I would like to express that I do not wish to be considered further for this great position. It was very difficult to make this decision, because the pleasant working atmosphere and your growth rates were factors that I appreciated. However, this position does not correspond with my career objectives.

Our paths will perhaps cross again. In the meantime, I would like to thank you for your offer.

*Best regards,
Claude EXPEDITE*



2.4.2 *The thank you letter showing interest for another position in the same organization/company*

*Claude EXPEDITE
16, avenue des Talents
12345 BELLEVILLE*

*Mr. Dominique DESTINATE
12, place du Succès
54321 GRANDVILLE*

Belleville, le February 6, 20XX

Dear Mr Destinate,

Thank you for the interview that you had with me on February 4 20XX. It allowed me to understand the objectives and needs of your organization/company.

The position that we have discussed does not correspond at all with my career aspirations.

However, I am interested in a job with your organization/company and if there were another possible collaboration, I would be happy to discuss it with you.

Thank you, and I look forward to hearing from you again.

Best regards,

Claude EXPEDITE