



Thank-You Letters

After you have interviewed with an employer, you should send a thank-you letter to the interviewer. This shows the business that you are highly interested in getting the job, and it also serves as a timely reminder of who you are before a hiring decision is made.

For most all jobs, a thank-you letter or email should be sent soon after the interview. Here is a sample thank-you letter you may use as a model.

July 24, 2013

Donald Finn
457 New Hope Road
Rome, NY 13443

Martha Jones
Director of Human Resources
Riverworks Manufacturing
11 Tower Street, Suite 3-C
Rome, NY 13440

Dear Martha,

Thank you for the opportunity to interview with you last Friday for the General Repair Worker position at the Riverworks Franklin Street location. As we discussed at the interview, my two years of previous work history in repair maintenance and my three years of repair and mechanical training at Mohawk Correctional Facility make me a very competitive candidate for this job.

Also, there are free hiring incentives available to your business if I am hired. Riverworks can qualify for up to \$25,000 in free fidelity bonding for six months and up to \$2,400 in employer tax credit through the Work Opportunity Tax Credit Program.

More information is available about both of these programs on the Department of Labor website, www.labor.ny.gov.

Please feel free to contact me if you need anything else. Thank you for your time and considering me for this position. I will follow up with you about this position later this week.

Best Regards,

Donald Finn
Phone: (315) 555-5555
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