

"What to write" in your Thank You note



An e-mail right after the interview is fine, but a hand written note works well too. This is your last chance to "pitch yourself" by reminding and clarifying why YOU deserve this job. Include:

- The name of the Company and the job you interviewed for
- Your contact info (yes again . . . So they don't have to go searching for it)
- Something positive about the job/ company (maybe you learned it in the interview?)
- At least one skill that you have that would make you "perfect" for the job

May 3, 2015

Jennifer Ramirez, Manager
TOGOs
294 Benton Avenue
Santa Clara, CA.

Dear Mrs. Ramirez,

Thank you for the opportunity to interview for the job of **sandwich maker at TOGOs**. After speaking with you about the job and it's requirements I feel I would be an excellent choice for this position. As you mentioned in the interview, being able to work closely with other employees is a key factor at TOGOs. **My experience in Culinary Arts classes at Santa Clara High School where I work efficiently with other team members in food preparation has prepared me to do just that. As an active member of FHA HERO, I have had the opportunity to work at food booths at club fairs, art receptions and fund raising dinners, so I am comfortable with the fast pace required in food service. TOGOs has long been a favorite of mine with it's delicious and fresh menu.** I would love to have the opportunity to join the TOGOs team and am excited about the possibility of working with all of you.

I hope to hear from you soon. Please contact me if you have further questions. **I can be reached at MichaelA@gmail.com or (408) 555-1234.**

Sincerely,

Michael Anderson