THANK-YOU LETTER DESCRIPTION

A thank-you letter should be written *immediately* after each interview. It is *expected*, not optional.

Your Street Address
City, STATE, Zip Code
Today’s Date

Dr./Mr./Ms. Administrator
Title
School Name
Street Address
City, STATE, Zip Code

Dear Dr./Mr./Ms. ____________:

OPENING PARAGRAPH:
• Thank the interviewer for his/her time *without apologizing* for taking that time.
• Mention the interview date to refresh the interviewer’s memory.

SECOND PARAGRAPH:
• Emphasize one or two of your strengths that are particularly relevant to the job.
• Provide any important information that you forgot to bring up in the interview.
• Address any issues that you feel need further clarification.

CLOSING PARAGRAPH:
• Restate your interest in the position. This lets the interviewer know that you genuinely want to work in this school/district.
• Indicate that you hope to hear from the school soon.

Cordially,

(Signature)

Your Name