

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