



WRITING YOUR THANK YOU LETTER

Your thank you letter is sent to express your gratitude for the opportunity to attend the interview. It will not only make You stand out from the crowd of your competitors, but also give you another opportunity to draw attention to yourself.

- ◆ Thank you letter should be sent within a day of the interview;
- ◆ State the position you applied for at the top of the page along with the interview date;
- ◆ The letter needs to be personally addressed to your interviewer;
- ◆ You address by name, surname and position;
- ◆ Note in your letter one more time, that you are interested in employment in the position advertised at this specific organisation;
- ◆ Also write, that you are happy to attend an additional interview or to supply additional information if it is required.

Main parts of the letter:

- ◆ Reason for writing it;
- ◆ Interest in the position;
- ◆ Possible brief presentation of abilities, knowledge and qualifications;
- ◆ An opportunity to provide additional information which you didn't mention during the interview;
- ◆ Gratitude;
- ◆ Noting the time that you have agreed on for informing you regarding the response of the interviewer.

If You:

- ◆ Would like us to review your job search documents and provide you with feedback before you send them off to potential employers?

E-mail them to: enrika.ragainye@lsmu.lt

- ◆ Would like personal consultation regarding resolving career related issues?

Then get in touch:

E-mail: enrika.ragainye@lsmu.lt

Tel. no.: 865 971 671

*Time and date of consultation are arranged personally.