



Independent Living Program Activity Card **Category: CAREER**

Activity: Create an Interview Thank-You Letter

Proficiency
Certificate
Eligible

Description: The objective of this assignment is to help you develop your job seeking skills by finalizing the interview process with a thank you letter. A thank-you letter after an interview will help the prospective employer remember you and will show that you have a serious interest in the job. Create an Interview Thank-You Letter using the sample provided, but feel free to use other resources if needed. You will need to type up your letter as if you were presenting it to a prospective employer.

You may earn up to \$5.00 OF dollars for completing this assignment.

Total Dollars Earned:

\$
(ILP Use Only)

Notes:

<p>Notes:</p>

Date: _____

Print Name (Youth)	Date of Birth
Youth Signature	Group Home (If Applicable)

Receipt
(ILP Use Only)



Independent Living Program
Take Home Activity

Create an Interview Thank You Letter

SAMPLE

Your Street Address
City, State, Zip Code

Your Phone Number
Your Email Address

Today's Date

Mr./Ms. <First Name> <Last Name>
Company Name
Street Address
City, State, Zip Code

Dear Mr./Ms. <Last Name>:

Thank you for taking the time to discuss the <name of the position> with me. After meeting with you, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took time to meet with me. I enjoyed getting to know more about <name of company>. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Your First & Last Name