Connect to Your Career

11-2 Thank-You Message

1. Writing a thank-you message after an interview is expected and shows professionalism. Using the example in Figure 11-1, write an introductory paragraph you might use to thank an interviewer for an opportunity to discuss a position.

<<Place Answer Here>>

2. The body of the letter should reiterate the interview experience. Write a paragraph you might use in your thank-you letter.

<<Place Answer Here>>

3. The last paragraph should thank the interviewer for his or her time. If any follow-up is required, the information should be stated here. Write a paragraph you might use as the last paragraph of a thank-you message.

<<Place Answer Here>>

4. Save your Word document as *FirstnameLastname*\_ThankYou.docx (i.e., JohnSmith\_ ThankYou.docx).