

Resume Genius' Thank You Letter Checklist

- Make sure the letter is sent within 24 hours of the initial interview
- Send a thank you letter to everyone who granted an interview, regardless of how it went
- Address the person who interviewed you by name
- Left aligned letter text
- Briefly touch upon some of the highlights of the interview or key experiences that you feel make you a stand-out applicant
- Answer any questions you felt you didn't fully answer, or answer to satisfaction during the interview
- If Thank You letter is emailed, email it from the same address that was included on the submitted resume.
- If printing, use a similar paper stock to that which your initial cover letter and resume were printed on
- Use the same font style and size that was used on the submitted cover letter and resume
- Make sure the letter does not exceed one page in length
- If mailing a physical letter include a hand written signature
- Check word usage by reading the letter aloud to yourself before sending
- Double check spelling and punctuation before emailing or mailing

Thanks for downloading the [Resume Genius](#) resume checklist! If you have any general questions about resumes visit our site and leave us a comment.