

# Tips and Techniques for Resumes & Interviews



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## **INTRODUCTION**

Your resume is your advertisement for yourself. It is used as a tool for employers to decide who to call for an interview. It introduces you to an employer and advertises your most important skills, abilities and accomplishments. It should be concise and to the point. An employer will only spend a few seconds deciding if you should be offered an interview.

There are many different ways to arrange your resume but there are a few rules that should always be followed:

- Always check your spelling and grammar – a misspelled word or incorrect sentence could keep you from being offered an interview.
- Limit your resume to one page – if two pages are necessary be sure to include your name and page 2 at the top of the second page. Never staple your resume.
- Use 12 point font such as Arial or Times New Roman.
- A GPA of less than 3.0 should not be included.

Resumes should have the following sections:

- Heading or contact information
- Objective or career summary
- Education
- Work experience (volunteer experience or internships optional)
- Skills, Abilities and/or Accomplishments
- Certifications, Awards, Achievements (optional)

# RESUMES

## HEADINGS AND CONTACT INFORMATION

Employers need your contact information so they can invite you to an interview. The following will assist you in creating your resume:

- **Name**  
Use your proper name – first name and last name  
Do not use nicknames
- **Address**  
City, State, Zip code  
Use actual mailing address  
Do not abbreviate (example St. for Street)  
Include your zip code
- **Telephone number** – (home phone, cell phone)  
Record a professional out-going message on voicemail and or answering machine. Do not have music, children's voices, jokes or sexual messages.  
Answer call professionally.
- **Email**  
Check your messages each day.  
Email address should create a professional image.  
Set up a new, free email account, if necessary.

### FOUR EXAMPLES FOR HEADINGS

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**Betty Jean Crown**

123 Main Street  
Bedford, OH 44129  
Home 216-444-1234  
Cell 440-555-1234  
[bjcrown@email.net](mailto:bjcrown@email.net)

---

**John R. Doe**  
123 Broad Road  
Parma, OH 44444  
Home 216-444-1224  
Cell 440-555-4444  
[jrdoe@e-mail.net](mailto:jrdoe@e-mail.net)

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**John R. Doe**  
123 Broad Road  
Parma, OH 44444  
Home 216-444-1224  
Cell 440-555-4444  
[jrdoe@e-mail.net](mailto:jrdoe@e-mail.net)

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**Peter Smith Rabbit**

123 McGregor Lane, Berea, OH 44017 H 216-111-5555 C 440-222-3333 [psr@e-mail.net](mailto:psr@e-mail.net)

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## **RESUMES**

### **OBJECTIVE**

- States the specific job you are looking for, it should convince the employer that you know what you want and are familiar with the field
- Customize the Objective to match the position you are applying for; be specific and incorporate key skills or experience that qualifies you for that position and how you can benefit the company
- The Objective should be written as a statement and contain no pronouns (i.e. I, me, we, you, us)

#### **Example**

- Seeking a position as a production Mig and Tig Stick Welder
- To obtain a full time position as the Bakery and Pastry Assistant, assisting with all aspects of Giant Eagle's bakery production

### **OR**

### **CAREER SUMMARY**

- Brief description of what you have done that is relevant to the position
- The goal is to indicate what you can do for the next employer based on your existing knowledge or experience
- Should consist of 3 or 4 sentences, (no more)

#### **Example**

Dedicated Help Desk Specialist with both excellent customer service and computer network troubleshooting ability. Strong organizational and problem-solving skills, training, supervision and marketing experience. Detail-oriented individual with ability to acquire new skills quickly and accurately.

Significant diversified experience as an Electronic Technician with a major manufacturer. Very strong attention to detail with accent on troubleshooting skills. Highly self-directed, with proven ability to work effectively without supervision. Additional experience with installation of various alarm, audio and intercom systems.

# RESUMES

## EDUCATION

- All resumes must include this section
- Start with your most recent school or program (reverse chronological order) and include apprenticeship training, military training, high school, career technical school and colleges you attended
- Name of school or college, address, city and state
- Dates in this section are optional
- List program of study/major only if it is relevant to your current career goal
- If you have a college degree, even in an unrelated field, list your degree. However, list your college major **only** if it applies to your current career goal.
- Training can also be included. Include workshops, seminars, classes, and on-the-job training that show evidence of your ability to do the job you are seeking. Prior training that is **not** related to the type of job you are seeking should be left off.

**Keep it brief and list only courses and programs related to the position you are seeking.**

### **Addresses for school districts near Polaris:**

- Berea High School, 165 East Bagley Road, Berea, OH 44017  
2007 - 2011
- Brooklyn High School, 9200 Biddulph Road, Brooklyn, OH 44144  
2007 - 2011
- Cuyahoga Community College, 11000 West Pleasant Valley Road, Parma, OH  
2010 - 2011 Post Secondary Option
- Fairview High School, 4507 West 213 Street, Fairview Park, OH 44126  
2007 - 2011
- Midpark High School, 7000 Paula Drive, Middleburg Heights, OH 44130  
2007 - 2011
- North Olmsted High School, 5755 Burns Road, North Olmsted, OH 44070  
2007 - 2011
- Olmsted Falls High School, 26939 Bagley Road, Olmsted Falls, OH 44138  
2007 - 2011
- Polaris Career Center, 7285 Old Oak Boulevard, Middleburg Heights, OH 44130  
2009 – 2011 Medical Assisting Program
- Strongsville High School, 20025 Lunn Road, Strongsville, OH 44149  
2007 – 2011

# RESUMES

## WORK EXPERIENCE

The Work History/Work Experience section will include your job title, the company name, city and state, phone number, and month and year of employment.

- Include all full time and part time paid employment
- Start with your current position (reverse chronological order)
- Focus on your job title - not the company
- Include months and year
- Only list jobs within the past 10 -15 years
- Include 2 or 3 duties/responsibilities under each position

### Example

- **Cashier**, Marc's, 6849 Pearl Road, Middleburg Heights, OH 440.884.4171  
2010 - Present  
Provided customer service, performed cash/credit transactions, replenished stock
- **Babysitter**, Mrs. Jeanne Smith, 3395 Main Road, Brook Park, OH 216.267.9876  
2006 - Present - as needed  
Provided child care, prepared nutritious snacks, played games

## VOLUNTEER EXPERIENCE

- **Candy Striper**, Southwest General Health Center, 18697 Bagley Road, Middleburg Heights, OH 440.816.8035 2008 - 2010  
Delivered flowers to patients, staffed reception area, transported patients and filed

## INTERNSHIP EXPERIENCE

- **Pharmacy Internship Program**, Cleveland Clinic Foundation, 9500 Euclid Avenue, Cleveland, OH Summer 2009  
Observed and assisted pharmacists in daily activities, filed prescriptions, provided customer service

**\*\*\*You may need to use one or all of these headings on your resume depending on your personal experiences**

# RESUMES

## SKILLS AND ABILITIES

All resumes should include a skills and abilities section.

Review the competencies specific to your program.

***\*\*\*Select only those that you can actually do and could discuss/demonstrate in an interview***

### Example

- Patient preparation for physical exam: temperature, pulse, respiration, blood pressure, weight, height, position patient for exam
- Comprehensive knowledge of medical terminology

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## CERTIFICATIONS

***This is an optional section; include on your resume only if you have something to mention that you can document***

You may have earned certifications specific to your program area and have the paperwork or card identifying that credential. Acronyms are acceptable to use; an acronym is a word formed from the initials of a name; such as HVAC (Heating, Ventilating and Air Conditioning)

### Example

- CeMA February 2011
- STNA December 2010
- ETA March 2011

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## AWARDS AND ACHIEVEMENTS

***This is an optional section; include on your resume only if you have something to mention that you can document***

Include recognitions for grades, sports, music, art, etc.

### Example

- National Technical Honor Society April 2010
- Perfect attendance, Polaris Career Center 2009 – 2010
- Co-captain Midpark High School Soccer Team 2009 – 2011
- Eagle Scout Troop 357 May 2010



# Sample Resume

## My Name

123 My Address  
City, State, Zip  
My Phone  
My E-Mail Address

## Work Objective

Seeking a position as a childcare provider

## Education

- Polaris Career Center, 7285 Old Oak Boulevard, Middleburg Heights, OH 44130  
2008 – 2010 Early Childhood Education and Care Program
- Berea High School, 165 East Bagley Road, Berea, OH 44017  
2007 – 2010 General Studies

## Internship

- Infant Care Provider  
Old Oaks & Little Acorns, 7575 Old Oak Boulevard, Middleburg Heights,  
OH 44130  
November 2009 – Present

## Certifications

- Heart Saver CPR: Adult/Child with mask, Infant with mask
- Child Abuse Recognition

## Work Experience

- Drive-Thru Cashier  
Burger King, 199 Front Street, Brook Park, OH 44142 (440) 234-5511  
March 2008 – Present

## Accomplishments

- Demonstrate knowledge of early childhood theories and practices
- Adhere to established regulations and policies for planning and reporting the functions involved in early childhood education and care
- Maintain a safe environment, supervise the environment to prevent or reduce injuries
- Promote developmentally appropriate social and emotional development, teach children socially acceptable methods for solving problems and resolving conflicts
- Help each child function in a group situation
- Provide a supportive environment for children to learn and practice appropriate and acceptable behaviors as individuals or in groups

# Sample Resume

**First Name Last Name**  
6 Pine Street  
Arlington, VA 12333  
Home: 555.555.5555  
Cell: 566.444.2222  
Email: [xxxxxxx@vcapp.com](mailto:xxxxxxx@vcapp.com)

## EDUCATION

Arlington High School  
22222 High Street  
Arlington, VA 44070

Diploma  
June 2011

## WORK EXPERIENCE

### Sales Associate

The Retail Store  
333 Smith Road  
Arlington, VA XXXXX

June 2006 - Present

- Maintained and restocked inventory
- Provided customer service
- Operated computerized cash register system

### Child Care

- Provided care for several families after school, week-ends and during school vacations

2004 - Present

## ACHIEVEMENTS

- National Honor Society
- Academic Honor Roll

2008 to 2011  
2008 to 2011

## VOLUNTEER

- Big Brother-Big Sister Program

Present

## INTERESTS/ACTIVITIES

- Girl Scouts
- Piano

2006 to 2010  
2002 to Present

## COMPUTER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint

Present

## Sample Resume

# Mike Davies

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20011 Main Street  
Elyria, OH 44035  
440-235-9999

### Objective

A position in maintenance where my previous experience in both manufacturing and building support can be utilized, along with my troubleshooting skills

### Skills and Qualifications

- Excellent skills in carpentry, electrical and plumbing
- Outstanding manual dexterity and the ability to work with mechanical equipment
- Strong problem-solving and troubleshooting background
- Willingness to attempt any kind of repair and the ability to find alternative methods
- Friendly nature and keen sense of the needs of customers
- Experience processing work orders and handling inventory

### Work History

Cleveland Oak Belting Company – Cleveland, Ohio

MAINTENANCE WORKER/CUSTODIAN

1998 - 2003

- Handled general maintenance work including trash removal, snow shoveling and floor sweeping in a timely manner
- Assisted coworkers with their jobs making brake shoes and clutch plates with accuracy

Associated Estates Realty Corp. – Richmond Heights, Ohio

MAINTENANCE WORKER

- Handled repair work in an apartment complex including repair of faucets, toilets, lighting and furnaces
- Painted walls and hung drywall as needed

### Education

John Marshall High School

### Volunteer Work

Have assisted with all phases of building support

# Sample Resume

## My Name

123 My Address  
My City, OH 44000  
440-123-4567 [myname@abc.net](mailto:myname@abc.net)

Objective: Seeking a part-time cashier position

Education: Polaris Career Center  
7285 Old Oak Boulevard  
Middleburg Heights, OH 44130  
Name of Program, 2008 – 2010

Associate School  
Address  
City, State, Zip

Employment Experience: Seedlings Plant Farm  
12345 Lorain Road  
Olmsted Falls, OH 44138

Greenhouse Assistant, 1/07 – present

- Catalogued all greenhouse plants using Microsoft Excel
- Provided positive customer service in regards to products
- Managed cash and credit transactions

Certifications: List all relevant certifications

Skills/Abilities: List your skills – based on your program (see handout)

Extra-Curricular Activities: Office Aide  
Drama Club

- Performer
- Stage Crew

Awards: Honor Roll  
Student of the Month  
Perfect Attendance

## REFERENCES

Do not include references on your resume.

A separate reference sheet should be created and taken with you to the interview. The employer will contact these people to determine your character and gain background information about you.

There are four types of references:

- **Academic** references: Teachers, guidance counselors and school staff who can talk about your school accomplishments
- **Employment** references: Employers, direct supervisors, or human resource managers at your current or previous positions. They will take into consideration your work habits and soft skills (attendance, tardiness, self-starter, manners).
- **Character** references: Someone who has worked with you in the community. These may be religious organizations, not-for-profit associations, clubs (Boy Scout or Girl Scout leaders, athletic/recreation coaches).
- **Personal** references: People who know you socially (neighbors).

It is never appropriate to use a peer, a subordinate, or a family member as a reference.

You should ask your references BEFORE listing them on your reference sheet.

Make sure you have up-to-date contact information for them.

Choose people who will give positive information about you.

You will need three to five references.

## Sample Reference Sheet

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### Alice Winter References

Mr. Richard Bush  
Instructor  
Polaris Career Center  
7285 Old Oak Boulevard  
Middleburg Heights, OH 44130  
440-891-0000  
Email: [dbrush@privuder.xxx](mailto:dbrush@privuder.xxx)  
(Academic reference)

Ms. Fran Pool  
General Manager  
Heartland Catering  
123 Lorain Road  
North Olmsted, OH 44070  
440-777-0000  
Email: [fpool@global.xxx](mailto:fpool@global.xxx)  
(Summer employment)

Mr. James Kick  
Fairview Flyers Coach  
Fairview Park Recreation Department  
2626 West 210 Street  
Fairview Park, OH 44126  
440-356-1212  
Email: [jpkick@fprec.net](mailto:jpkick@fprec.net)  
(Fall Soccer Coach)

Mrs. Sue Work  
Food Bank Coordinator  
88888 Summerland Lane  
Olmsted Falls, OH 44138  
440-238-9999  
Email: [ssw@oal.net](mailto:ssw@oal.net)  
(Volunteer Manager)

## **COVER LETTERS**

You should always mail or deliver your resume to an employer with a personalized cover letter. Be sure to follow directions in the job posting. Sometimes you are required to mail your resume and cover letter in a 9 X 12 inch brown envelope. Do not staple resume and cover letter together.

The cover letter is an introduction of yourself, how you found out about the opening, a short summary of your qualifications and how you can be contacted for an interview. Be direct and keep your letter short. Double space between paragraphs and address your letter to a specific person. Do not use open-ended salutations such as: To Whom It May Concern, Dear Sir or Madam. Avoid starting every sentence with an "I" or "my".

Spell check and proofread your letter. Sign letter with blue ink. Remember to follow up in one week.

## Cover Letter Sample

**Jane Style  
123 Make-Believe Drive  
Somewhere, OH 12345**

March 31, XXXX

Ms. Sue Supervisor  
Beauty Boutique  
123 Cosmetology Street  
Somewhere, OH 12345

Dear Ms. Supervisor:

Tammy Teacher, an instructor at Big Hair School of Cosmetology, recommended that I contact you about a possible entry-level hair stylist position. Please accept this resume in application for the position.

Ms. Teacher will attest to my skills in cosmetology. In fact, I graduated at the top of my class. I feel that I could be an asset to your boutique.

As a lifelong Somewhere resident, I am familiar with the area and its attractions. I find it easy to converse with my clients when they want to talk.

In addition to my resume, you will find enclosed a copy of my Ohio Beautician's License and photos of the wedding party whose hair I styled recently. I can be contacted at 614.111.2222.

Please contact me if my qualifications are a match for your business.

Respectfully,

(Signature)

Jane Style

Encls: resume, license, photographs



## Cover Letter Sample

4550 Parrier Street  
Espinosa, CA 44478

September 11, XXXX

Mr. Craig Schmidt  
District Manager  
Desert Chicken Shops  
Post Office Box 6230  
Los Angeles, CA 98865

Dear Mr. Schmidt:

Enclosed is my resume outlining my four years of successful experience as a fast food manager with a nationwide network of restaurants. I graduated from a Restaurant Management curriculum at Harman University with a 3.75 GPA in 1998.

The rapid growth and exceptional quality of product and service for which Desert Chicken has become well known has impressed me. This is the kind of organization I want to work for.

My experience includes positions as cook, night manager, assistant manager, and manager for my current employer.

I will call your office in a few days to see if we might schedule a convenient time to meet and discuss some areas of mutual interest.

Thanks very much for your consideration.

Sincerely,

(Signature)

Douglas Parker

Enclosure

## Cover Letter Sample

Name  
234 Main Street  
Happytown, TN 68724

November 28, XXXX

Box 606A  
The Tennessee Gazette  
Knoxville, TN 67832

Ladies and Gentlemen:

The position for Electronics Technician you mention in today's advertisement interests me very much. The enclosed resume gives details of my education, background and experience. I believe my resume will show that I have sufficient experience and qualifications for your position, and would appreciate consideration.

I look forward to hearing from you to arrange an interview.

Sincerely,

(Signature)

Juan Alvarea

Encl.

## RESEARCH THE COMPANY BEFORE THE INTERVIEW

Researching the company is a vital step in preparing for the interview. Check their website, company brochures, annual reports, and business directories.

Are there other locations? \_\_\_\_\_

Is the company owned by family? Stockholders? Other \_\_\_\_\_

Is the company union? Non-union? \_\_\_\_\_

What are the company's products? \_\_\_\_\_

How old is the organization? \_\_\_\_\_

Approximate number of employees? \_\_\_\_\_

Do you have friends in the organization? Who? \_\_\_\_\_

Name and title of person who will interview you \_\_\_\_\_

Do you have the correct title? (Dr., Mr., Miss, Ms., Mrs.)

**Note:** If the organization has been in the news recently, it's wise to check the library or internet for recent news articles.

## **DRESSING FOR THE INTERVIEW**

Ultimately, you want to project professionalism and confidence and ensure your outfit isn't distracting or causing employers to question your judgment. Always dress one or two levels above the job you are interviewing for. In some manufacturing environments for example, Khaki's and a button down dress shirt might be more appropriate than a business suit. Jeans, shorts, sandals, bare feet, T-shirts and shirts with writing on them are never appropriate.

Dos and Don'ts for interview attire:

- Do not show up in wrinkled, stained or torn clothing. Assess your appearance from head to toe before leaving for the interview.
- Do not over-accessorize. Choose simple jewelry and be subtle with makeup, perfume or cologne.
- Do not assume you can "dress down" for an interview, even if a company has a very casual atmosphere. Err on the conservative side and wear a suit or blazer.
- Do not wear anything that is uncomfortable. Have a dress rehearsal to ensure that the interview outfit fits well and instills a feeling of confidence.

### **Women's Interview Attire**

Wear solid colors, conservative suit, coordinated blouse, moderate shoes and limited jewelry. Piercings should not show other than one pair of earrings. Nails should be manicured and hairstyle neat and professional. Use sparse make-up and subtle perfume. Cover all tattoos.

### **Men's Interview Attire**

Solid color, conservative suit, white long sleeve shirt, conservative tie, dark socks, professional shoes, very limited jewelry, tattoos and piercings should not show, neat, professional hairstyle. Go easy on the aftershave and have neatly trimmed nails. Cover all tattoos.

## **BEFORE AND DURING A JOB INTERVIEW**

- Be on time – always 10 to 15 minutes early. (Think about how long it will take you for travel. Remember to allow time for traffic, road construction, etc.)
- Enter the place of employment and the interview in a confident manner.
- Ask for the interviewer by name; if you do not know the name, try to learn it from the secretary or receptionist.
- Make a good first impression. An interview is short and first impressions count – good posture, proper clothing, direct eye contact, a firm handshake, and polite manners. Do not chew gum. Turn off your cell phone.
- Be courteous to secretaries and receptionists; the interviewer may ask their opinion.
- Smile and look the interviewer in the eye; speak in a strong, clear voice.
- Use your best English – do not use slang.
- Use the interviewer's last name – do not call the interviewer by his/her first name.
- Be a good listener.
- Say positive things about other employers, fellow workers, your teachers, and everyone else.
- Do not bring up the subject of salary and benefits.
- Discuss money, family, job or school problems ONLY if asked a direct question about them.
- Try to relax and keep your sense of humor.
- Be assertive – not aggressive.
- Believe in yourself – “sell” your strong qualities and skills.
- Ask when you will be notified about the decision or when the company expects to make a decision.
- Ask appropriate questions.
- Thank the interviewer for the interview and reiterate your interest in the position.

## **THE 30-SECOND COMMERCIAL**

**What would you like people to know about you?**

**What would “sell” you to a potential employer or college admissions officer or someone whom you are meeting for the first time?**

A common opening interview question is, “Tell me about yourself.”

“Uh. Hmm. I dunno. Whadaya want to know?” is not the correct response to this question! The other person is giving you an opportunity to sell yourself – to tell them how you can benefit their organization – what skills and experiences you have to offer.

Pretend you are writing a commercial for a new product: You. This ad should be 30 seconds to one minute in length and should highlight accurate information about you. Share your commercial with a good friend or family member and see if they think you should add something. We’re all actually pretty modest and sometimes take for granted the things other people think are really great about us!

Here’s an example of a commercial:

“Hi, I’m Kelly White. I’m a senior in the Patient Care Technician Program at Polaris Career Center where I’ve learned medical terminology, human anatomy and physiology, patient care, and knowledge of common diseases. I will graduate this spring. I have also worked part time at CVS Pharmacy for two years. This has given me a chance to learn more about the business and confirm my career choice. I have worked hard both at Polaris and CVS and have received excellent evaluations on my performance, attendance and attitude. I am seeking full-time employment as a pharmacist’s assistant.”

Once your commercial is written, practice it in front of a mirror and time yourself. Speak clearly, enunciate, and at a pleasant speed. Show expression when you talk.

**Believe in yourself!**

## INTERVIEW QUESTIONS

**Listed below are common interview questions. Practice your responses by writing your answers. Role-play with another person.**

1. Tell me something about yourself.
2. What is something of which you are particularly proud?
3. What goals have you set for yourself over the next five years or where do you see yourself in five years?
4. What is something you consider a challenge on the job?
5. What would you say is your greatest strength?
6. Why are you the best candidate for the position?
7. Why are you interested in working for \_\_\_\_\_?
8. What have you learned from past experience that can be applied to this job?
9. Can you tell me what being a “team player” means to you?
10. Can you work under deadlines/pressure?
11. What is your opinion of the last company you worked for?
12. Why did you leave your last job?
13. What are your three biggest accomplishments so far?
14. What did you like most about your last job? Least?
15. What training have you had to prepare you for this job?
16. What equipment/machinery/tools can you operate?

## **APPROPRIATE QUESTIONS TO ASK POTENTIAL EMPLOYERS**

1. What will be the primary responsibilities of this job?
2. Will I be working independently or on a team?
3. Who will be training me/who will be my supervisor?
4. Is this a temporary or permanent position?
5. What qualifications are you looking for in the person you hire?
6. Will there be a performance review? How often?
7. Are there department goals that I would have to meet?
8. What is the possibility of advancement in this position or with this company?
9. Is there a written job description that I could see?
10. When do you want the new person to start the job?
11. Is there a policy manual that you would want me to read?
12. What are the most important things for a new employee to learn?
13. Can you describe a typical work day?
14. I don't have any other questions at this time, but if I do, may I contact you?



## **THE ABSOLUTELY CRITICAL THANK YOU NOTE**

It is critical that you send a thank you note within 24 hours to the person who interviewed you. This is one of the most important and often forgotten steps in the job search. You may handwrite the note if you do not have access to a computer. A plain note card would be best. Remember to take your time and write legibly. Be sure to address the note to the person who interviewed you.

The thank you note serves the following purposes:

1. It helps the interviewer remember you. Even if you have decided this probably isn't the job for you, you are leaving the door open for future positions.
2. You may have forgotten to tell them something during the interview and can now add that information.

**Jane Smith**  
111 North Street  
Sandusky, OH 44870  
(419) 621-2717

October 10, 2010

Mrs. Patricia Jones  
Personnel Director  
Cablevision, Inc.  
100 W. Water Street  
Sandusky, OH 4480

Dear Mrs. Jones:

Thank you very much for providing me the opportunity to interview for the sales position yesterday. I enjoyed meeting and discussing the position with you. The friendliness you showed assures me that Cablevision is a place where I would like to work.

I am very interested in the position and look forward to hearing from you soon. I can be reached at the address and phone number above. Your interest is greatly appreciated. Thank you for your consideration.

Sincerely,

(Signature)

Jane Smith

## Thank You Letter Sample

Matthew Smith  
555 Ivy Hill Drive  
Middlefield, OH 44044

March 23, XXXX

Mr. Thomas Bender  
Personnel Department  
Chrysler Corporation  
100 Oakland Blvd.  
Middleburg Heights, OH 44130

Dear Mr. Bender:

Thank you for the opportunity to talk with you about the job opening in your service department.

I believe the course that I took at Polaris Career Center and my experience in the automotive lab during the past two years, have prepared me for the type of position you have open.

If any additional information is needed, I can be reached by telephone at 440.777.7777.

Sincerely,

(Signature)

Matthew Smith

## Thank You Letter Sample

**Susan Smith  
123 Oakwood Drive  
Sandusky, OH 44870  
(419) 621-2717**

October 10, XXXX

Mr. Donald Smith  
Director of Food Service  
Memorial Hospital  
Sandusky, OH 44870

Dear Mr. Smith:

Thank you for taking the time to interview me yesterday. Our discussion was very informative and further stimulated my interest in working for Memorial Hospital. I am enthused about the possibility of employment with your hospital and feel that I have the necessary qualifications for the dietary aide position.

I will be contacting you within a week regarding your decision. Please feel free to contact me if there are any further questions. Thank you.

Sincerely,

(Signature)

Susan Smith