



CAREER DEVELOPMENT CENTRE

ASPER SCHOOL OF BUSINESS

Interview Follow Up - Thank You Letters

ALWAYS follow up with a thank-you letter after each interview. Sending a letter will further reinforce the memory of meeting you. It will also give you one more opportunity to restate your interest in the position as well as the company.

A Follow Up Letter Should ...

- be sent within 24 hours
- be brief
- include thanks for taking the time to interview you

Jane Green
432 Elm Street
Kendridge, BC R3M 0Z8
(204) 257-9856

October 25, 2005

Mr. Tom Bracken
Branch Manager
Royal Bank
1212 Waverley Street
Winnipeg, MB R3M 5V8

Dear Mr. Bracken:

Thank you very much for taking the time to meet with me to discuss the opportunity in Personal Banking. It was a very informative interview that further interested me in the position. RBC's new initiatives in launching in-store banking sounds like a clear competitive advantage which will position the organization for continued success in retail banking.

As I mentioned during the interview, my experience in customer service combined with my interest and focus on Finance in my Bachelor of Commerce (Honours) program would enable me to contribute to reaching organizational goals at RBC.

Thank you for considering me for the position of Personal Banker. I look forward to hearing from you. If you have any questions, I can be reached at 474-5678.

Sincerely,

Jane Green