

Thank-You Letter After Interview with Reference Request Sample

A well-crafted **thank-you letter after interview with reference request** sample demonstrates professionalism and gratitude while politely asking for a reference, reinforcing your interest in the position and leaving a positive impression on the interviewer. This letter typically expresses appreciation for the interview opportunity, highlights key qualifications discussed, and includes a courteous request for a recommendation or reference to support your application, helping to strengthen your candidacy through valuable endorsements.

Sample Thank-You Letter

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]

[Interviewer's Name]
[Interviewer's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP]

Dear [Interviewer's Name],

Thank you very much for taking the time to speak with me on [date] about the [Job Title] position at [Company Name]. I sincerely appreciate the opportunity to learn more about the role and your insights into the company's culture and vision.

Our conversation further reinforced my enthusiasm for joining your team, especially after discussing [specific topic or qualification discussed during the interview]. I am confident that my experience in [relevant skills or experience] will enable me to make valuable contributions to your organization.

As I continue through the hiring process, I would greatly appreciate it if you could serve as a reference and provide a recommendation on my behalf. Your perspective on my qualifications and our interview discussion would provide significant support to my application.

Thank you once again for your time and consideration. Please let me know if you need any additional information from me. I look forward to the possibility of working with you and contributing to [Company Name].

Sincerely,
[Your Name]