**SAMPLE**

**Thank You Letter**

Here’s a simple sample of what a follow-up letter could look like.

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**Dear Mr. Huxley**

**Thank you so much for taking the time out of your schedule to interview me for the personal trainer position at Buck’s Gym this morning.**

**The tour of the gym beforehand and the chance to meet your team was also appreciated.**

**Regarding the position, it’s clear to me that it requires a dedicated, energetic and professional trainer and although I might not have much experience, I feel that I do fit the bill.**

**If you have any further questions, please do not hesitate to contact me. I look forward to hearing your final decision when it comes to filling the post.**

**Thanks for considering me.**

**Sincerely**

**John Doe**

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And in closing this section, you may wonder if you need to follow up on the decision as to whether you got the job or not. Generally, recruitment experts believe you are quite within your rights to contact the gym to hear if you received the job or not.

I would wait, however. Give them the time to get all the interviews done and only contact them a week later if you have yet to hear anything.