# Sample Thank You Letter – www.jobsearch.about.com

Your Name

Address Line 1

Address Line 2

February 16, 20XX

Ms./Mr. First name Last name

Job Title

Name of Company

Address Line 1

Address Line 2

Dear Ms./Mr. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature

Your Typed Name

Enclosure

# Sample Thank You Letter – www.quintcareers.com

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| --- | --- | --- |
|  |  |  |
| Happy Lane | **FirstName LastName** | Home: (260) 555-5555 |
| Angola, IN 46703 | Cell: (260) 666-6666 | FLastName@my.trine.edu |
|  |  |  |

September 11, 20XX

Mr. Thomas F. Smith

Human Resources Manager

Sheldon E-Solutions

Address Line 1

Address Line 2

Dear Mr. Smith:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was so very impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

Again, thank you for your hospitality during my time in Richmond and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that Sheldon E-Solutions offers. I look forward to your decision. Sincerely

FirstName LastName

Enclosure