

Sample Thank You Letters

Example 1

Dear Mr./Ms. _____:

Thank you for your interest in me as a possible applicant for the position of _____ with (company name) .

I enjoyed meeting with you and am very interested in becoming an employee of your company. I was impressed with the state-of-the-art computer equipment and software programs you are using.

I wish you continued success and look forward to hearing from you.

Sincerely,

Example 2

Dear Mr./Ms. _____:

I appreciate the opportunity I had to interview with you for the position of _____ on (date) . I was very interested to learn that you are using Quark and PhotoShop software, as those are my favorites. I believe that my experience with Quark and PhotoShop, in addition to my other administrative skills, would enable me to be an asset to (name of company) .

Thank you again for your time and your interest in me as a potential employee of your company. I would really like to fill your opening for (name of position) .

Sincerely,

Example 3

Dear Mr./Ms. _____:

Thank you for such an interesting and informative interview yesterday. I was extremely impressed with the emphasis you place on customer and employees satisfaction. My observation while there yesterday confirmed my research on (company of name) , that you do, in fact genuinely care about your personnel.

I am excited about the possibility of becoming a member of your team. If you need any further information, you may contact me at (217) 206-4444 from 8:30 a.m. until 5:30 p.m. or in the evenings at (217) 502-4039. I look forward to hearing from you.

Yours truly,