

Sample Thank You Letter

This letter maintains a warm, personal style within a traditional format. The writer expresses his appreciation for the interview, then quickly reemphasizes his strongest qualifications, drawing attention to how those qualifications fit the job requirements. The writer also reiterates his interest in the position.

A thank you letter also gives you an opportunity to say anything you might have forgotten to mention during your interview!

James Dalious
838 Marian Way
Chapel Hill, NC 27599
(919) 555.1959

May 12, 2007

Dr. Joan Nagle
Technical Design Group Director
Casey Engineering Systems Inc.
81796 Gulick Road
Charlotte, NC 28235

Dear Dr. Nagle:

Thank you for interviewing me yesterday for the associate engineer position. I enjoyed meeting with you and learning more about your research and design work.

The interview strengthened my enthusiasm for the position and interest in working for Casey. I believe my education and cooperative education experiences fit nicely with the job requirements, and I'm certain I could make a significant contribution to the firm over time.

I would like to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

James Dalious

Source: Jobweb.com