



Sample Thank You Letter

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the management position at {Company}. 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 strong management background and experience will make for a smooth transition.

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 an administrative assistant. This experience helped me to develop my organizational 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,

John Smith