401 Academy Street

Monday-Friday 8 am to 5 pm

Phone: 302-831-2392

http://www.udel.edu/CSC

**SAMPLE THANK YOU/FOLLOW-UP LETTER**

1212 Delaware Avenue

Wilmington, DE 19806

May 25, 2002

Ms. Rebecca Robson

Director of Recruiting

Apple Advertising

187 Bainbridge Road

Newport, RI 18645

**Dear Ms. Robson:**

Thank you for interviewing me yesterday for the assistant account manager position. I enjoyed meeting you and learning more about Apple and your philosophy toward advertising and business relations.

My enthusiasm for the position and my interest in working for Apple have been strengthened because of the interview. Apple’s emphasis on the client and open communication policy mesh well with my own philosophy of business relationships. I think my education and experience fit the job requirements, and if offered the position, I am certain I would make a valuable addition to your team.

I want to reiterate my strong interest in working with Apple. Your company and this position offer the exact opportunity I seek. Please feel free to call me at (302) 555-1369 if I can provide you with any further information.

Again, thank you for your time and consideration.

Sincerely,

Laura Goldman