**Thank You Letter after Phone Interview Rejection**

Sandra Smith  
336 West Broadway  
Cleveland, Ohio 67890

Ms. Susan Clark-Jones  
Human Resources Dept  
Acme International  
Jonestown, Ohio 23456

Dear Ms. Clark-Jones:

I am writing this letter, to thank you for talking with me on Wednesday, January 23rd, regarding the position of Administrative Assistant for the President of Acme International. I enjoyed meeting Mr. Harland Acme, and valued the opportunity to discuss my qualifications with both of you.

I am keenly interested in this job, and I would be very pleased to accept an invitation to come to work for you, as the personal assistant to Mr. Acme. I look forward to hearing from you in the near future.

Sincerely yours,

[Signature Handwritten]

Sandra Smith