

# Thank You Letters

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Send a Thank You Letter after every interview to express your gratitude, interest, qualifications, and fit with the company. Here is an example:

Jeri Jameson  
369 Roberts Avenue  
Quitman, GA 31643  
(229) 263-6633

October 4, 200X

Mr. Richard Lockright  
Director of Nursing  
Southern Medical Center  
5588 Flat Road  
Anytown, GA 34556

Dear Mr. Lockright:

It was a pleasure to meet you yesterday to discuss the LPN position with Southern Medical Center. I appreciate the time you took to share valuable information with me about the position and the plans for the future. It was an enlightening and educational interview.

I feel confident that my credential as a Licensed Practical Nurse and six years of experience in outpatient surgery units as a Certified Nurse Assistant would prove beneficial in your newly established unit. I am especially interested in helping you open and expand the outpatient surgery unit to meet the needs of the community and the goals of Southern Medical Center.

Thank you for taking time to consider me for this position. I am looking forward to hearing from you soon.

Sincerely,

*Jeri Jameson*

Jeri Jameson

A thank you letter reminds an employer of your interest, qualifications, and willingness to go the extra mile to accomplish a task. Will YOU go the extra mile to get the job?