



## General Thank You Letter Sample

1215 Houbolt Road  
Joliet, IL 60431  
(815) 280-2756

September 1, 2011

Thomas Johansen  
Illinois Investments  
123 Haven Court  
Joliet, IL 60435

Dear Mr. Johansen:

Thank you for taking the time to discuss the insurance broker position at Illinois Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that Illinois Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Johansen, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Jane Doe



## A Thank You Letter that Aims at Damage Control

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Joliet, IL 60431  
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September 1, 2011

Thomas Johansen  
ABC Company  
123 Haven Court  
Joliet, IL 60435

Dear Mr. Johansen:

Thank you for the time you took to interview me for the seminar leader position. After our interview, I'm convinced that I have the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in a personnel department. I want to stress, however, that I have participated significantly in the hiring process for my sorority and have a solid record of achievement in my human-resources classes.

As for your requirement for public-speaking experience, my having been leader of new-student orientation groups at my college for three years, along with outstanding grades in my public-speaking classes, qualify me nicely.

Finally, I have enclosed some writing samples to further demonstrate the third ingredient, my communications skills.

Thank you again, Mrs. Mellish, for this wonderful opportunity to interview for the seminar leader position. I promise you I won't let you down if you give me the chance to show what I can do. I eagerly await the next step in the process.

Sincerely,

Jane Doe



## A Thank You Letter that Mentions Interview Afterthoughts

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September 1, 2011

Thomas Johansen  
ABC Company  
123 Haven Court  
Joliet, IL 60435

Dear Mr. Johansen:

I'd like to thank you for the time you spent talking with me about the marketing-research analyst position you have open at Razzle magazine. I am very excited about this position and convinced that my marketing training equips me more than adequately for the job.

I meant to mention during the interview that last summer I attended a three-week intensive seminar on SPSS, the foremost marketing-research software package. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well-versed in the use of this software. Please contact me if you have any questions about my ability with this program or about any of my other qualifications.

As you know, my work-study position in the institutional research office here at Rutgers provided an excellent background for marketing- research work.

I look forward to hearing from you soon about the position, and I again thank you for meeting with me.

Sincerely,

Jane Doe