

**SAMPLE THANK YOU LETTER**

YOUR ADDRESS

THE DATE

Ms. Jane J Johnson  
Vice President of Client Development  
Smith and Johnson Consulting  
222 East Chestnut Street  
Chicago, IL 60601

Dear Mrs. Johnson:

Thank you for meeting with me last Friday to discuss the Engineering Co-op position with your company. I truly enjoyed meeting the engineering team and taking the plant tour with your current Co-op, Nancy Drew. The enthusiasm expressed by all the engineers during our discussions on current projects was most impressive. The conversation I had with John Garson regarding the Amoco Oil project was exciting and reinforced my desire to work for Smith and Johnson Consulting.

I would like to stress my interest in this position. Your description of how your Engineering Co-op students need to be able to work independently as well as with a team was especially appealing to me. My abilities to work both with a team and individually have been enhanced by my experience working on projects in my Engineering Design and Communication courses. These experiences have shown me how important it is to wear many hats in order to contribute to the overall success of the team on its project(s).

Once again thank you for the opportunity to interview for the position. If you have any questions, please feel free to contact me at (773) 555-5555 or at mjktke@aol.com.

I look forward to hearing from you soon.

Sincerely,

*Hand written signature*

Your typed name