

Thank You Letter Format

1 University Street, Apt. 3H
New York, NY 10003
(212) 555-5555
[Today's date]

Make sure to send via email or snail mail within 24-48 hours after a phone or in-person interview.

Ms. Kelsey Davis
Vice President
Global Transactions Division
Statecorp, N.A.
399 Park Lane
New York, NY 10021

If more than one person interviews you, write separate, unique letters to each individual.

Dear Ms. Davis:

I want to thank you very much for meeting with me yesterday to discuss the Associate Analyst position. I enjoyed speaking with you and learning more about your research and design work.

My enthusiasm for the position and interest in working for Statecorp were strengthened as a result of our interview. I am especially excited about the professional development opportunities available within your organization. I am confident that my academic background and work experience provide a good fit with the requirements of the job. If given the opportunity, I am confident I could make a significant contribution to Statecorp.

Restating your interest and bringing up a subject discussed in an interview is a good way to make thank you letters more personal.

Please feel free to contact me at (212) 555-5555, if I can provide you with any additional information. Thank you again for the interview and your consideration.

Sincerely,

Nancy Healy

[DON'T COPY - BE ORIGINAL!]