

(Thank You Letter - Sample)

Date

Name

Title

Company

Street

City-State-Zip

Dear

I thoroughly enjoyed the interview last_____. The position we discussed is a tremendously challenging one. After reviewing your comments about the position, I am convinced that I could make an immediate contribution towards the growth and profitability of your organization.

Since you are going to reach a decision quickly, I would like to mention several things which I feel qualify me for the position we discussed.

-
-
-
-

I am also a self starter and a fast learner with an intense desire to do an outstanding job in anything I undertake.

Thank you for the time and courtesy extended me, and I look forward to hearing from you.

Sincerely,

(Your Name)