

SAMPLE THANK YOU LETTER

Your Address Here
Chattanooga, TN 37343
Date Here

Dr. Foster Walker, Director
Technical Design Group
XYZ Company
1000 Main Street
Chattanooga, TN 37343

Dear Dr. Walker:

Thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and interest in working for XYZ were strengthened as a result of the interview. My education and internship experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to contact me at (423) 555-1212 or joe.college@yahoo.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Joe College