

Sample Thank You Letter (Following an Interview)

Your Street Address
City, State Postal Code

Date

Kristen F. Harris
Director, Personnel Department
Coastal Products Incorporated
7229 Lakewood Drive
Baltimore, MD 21240

Dear Ms. Harris:

Thank you again for the opportunity to interview for the marketing position on Tuesday, March 25. I appreciated your hospitality and enjoyed meeting you and the members of your staff.

The interview convinced me that my background, interest, and skills are well aligned with the goals of Coastal Products Incorporated. My prior marketing experience with the Department of Commerce has prepared me to take a major role in developing both domestic and international marketing strategies. I am confident my work for you would result in increased profits within the first two years.

For more information on the new product promotion program I mentioned, please feel free to call David Garrett at the Department of Commerce; his number is (410) 726-0132. I talked to David this morning and mentioned your interest in this program. If I can provide you with any additional information, please don't hesitate to contact me at (804) 685-5555.

Again, thank you for the interview and your consideration.

Sincerely,

Frederick Bryan

Adapted from National Association of Colleges and Employers (NACE), 2010