

Sample Thank You Letter

500 Lawrence Avenue
Lawrence, KS 66049
March 1, 20xx

Ms. Deborah White
Director of Human Resources
Data Systems, Inc.
875 Knotty Pine Road
Sacramento, CA 92390

Dear Ms. White:

I want to thank you very much for interviewing me yesterday for the software developer position. After meeting you and learning more about Data Systems, I am even more impressed with the advanced technologies employed by your company.

My enthusiasm for the position has grown stronger as a result of the interview. As I discussed with you, my past two summer positions were related to the development and design of software programs for corporate accounting applications. With my skills and interest in software design, I believe I could make a significant contribution to your company, and I would appreciate the opportunity to do so.

I want to reiterate my strong interest in the position and in working with you and the Data Systems team. This is exactly the kind of opportunity I am seeking after my graduation. If I can provide any further information, please let me know.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Ima Jayhawk

Your Address
Date

First and Last name
Title of contact person
Employer contact information

Use the correct title: Mr. or Ms. (not Mrs. or Miss)

First Paragraph:

- Express your sincere appreciation for the interview
- Keep the letter warm and friendly, but also professional

Body:

- Reemphasize your strongest qualifications
- Draw attention to the match between your experiences and the requirements for the position

Last Paragraph

- Reiterate your interest in the position
- You may offer to provide additional information not previously given
- Express your appreciation

Or, "Respectfully"

Leave four spaces so you can sign your name in ink after the letter is printed
Leave only one blank line and type your name for emailed letters

Type your first and last name