

SAMPLE THANK YOU LETTER

Your Name
Your Address
City, State, Zip
Your Phone Number
Your Email Address

Date

Name
Title
Organization or Business Name
Address
City, State, Zip Code

Dear Mr./Ms. Last Name,

It was very enjoyable to speak with you about the **Assistant Account Executive Position** at the **Smith Organization**. The job, as you presented it, seems to be a very good match for my skills and interests.

In addition to my enthusiasm, **I will bring strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department to the position.**

I appreciate the time you took to interview me. I am **very interested in working for you** and look forward to hearing from you about this position.

Sincerely,

(Your signature)

Your Typed Name

Name the position you interviewed for.

Re-emphasize your skills and how they relate to the position you interviewed for.

Name the organization.

Restate your interest in the job.