

Sample Thank You Letter

Mary Jones
600 W. Walnut Street
Danville, KY 40422

September 28, 2015

Mr. John Doe
Director of College Recruiting
XYZ Technology Company
1234 Main Street
Louisville, Kentucky 40206

Dear Mr. Doe,

Thank you for taking the time to talk with me about the Programmer Analyst position. I enjoyed learning more about both the position and the company and truly appreciate your time and consideration in interviewing me.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for this position. In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I hope to get the chance to work with you and look forward to hearing from you once the final decision is made regarding this position. Please feel free to contact me at any time if I can provide any further information.

Thank you again for your time and consideration.

Sincerely,

Mary Jones

*(*As with the cover letter, this thank you letter could be reformatted – without the headers and date at the top – to be included in the body of an email.)*