

## SAMPLE THANK-YOU LETTER

812 Wrin Drive  
Terre Haute, IN 47802  
(812) 555-0000

May 23, 2009

Ms. Mary Walker  
Manager  
Computers Plus  
982 Wilson Road  
Charleston, SC 32104

Dear Ms. Walker:

Thank you for the opportunity to interview May 22 for the Computer Promotions Coordinator position. I enjoyed meeting with you and learning more about Computers Plus. You have a fine staff and a sophisticated approach to marketing.

Your organization appears to be growing in a direction that parallels my interests and career goals. Our meeting confirmed my positive impressions of Computer Plus and I want to reiterate my interest in joining your staff. My prior experience in sales and my skills in communications would enable me to progress steadily through your training program and become a productive member of your sales team.

Again, thank you for your consideration. If any additional information is needed, I can be reached at (812) 555-0000 or [morganj5@aol.com](mailto:morganj5@aol.com).

Sincerely,

Tasha Morgan