

## THANK YOU LETTER SAMPLE #1

7 Apple Court  
Eugene, OR 97401  
503-555-0303

Mr. William Howell  
Insurance  
Raleigh, NC 27699

Dear Mr. Howell,

Thank you for taking the time to discuss the Insurance Regulations Analyst I position with the Department of Insurance with me. After meeting with you and observing the agency's operations, I am convinced that my background and skills coincide well with your needs.

I appreciate that you took the time to acquaint me with the company. It is no wonder that the DOI retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Howell, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Joanna Oakley

Adapted from: [http://www.quintcareers.com/sample\\_thankyou\\_letter.html](http://www.quintcareers.com/sample_thankyou_letter.html)

## THANK YOU LETTER SAMPLE #2

7 Shawnee Road  
Short Hills, NJ 07078  
201-555-0303

Ms. Thomisene Wilkerson  
Commerce  
DPI Building, 5<sup>th</sup> Floor  
Raleigh, NC 27699

Dear Ms.Wilkerson:

I'd like to thank you for the time you spent talking with me about the Travel and Tourism position you have open at the Department of Commerce. I am very excited about this position and convinced that my marketing training equips me more than adequately for the job.

I meant to mention during the interview that last summer I attended a three-week intensive seminar on SPSS, the foremost marketing-research software package. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well-versed in the use of this software. Please contact me if you have any questions about my ability with this program or about any of my other qualifications.

I look forward to hearing from you soon about the position, and I again thank you for meeting with me.

Sincerely,

Gina Evans

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