

Sample Thank You Letter

Date

Ms. Anita Job
1234 Any Street
Nowhere Town, USA 22222

Dear Ms. Job:

Thank you for speaking with me about the _____ position on Friday, April 6, 2001. I enjoyed learning about your company and the specifics of the position.

As we talked about in our meeting, I am eager to become a part of your team and welcome any additional opportunities to speak with you. Please feel free to contact me at the number or email below as I anxiously await your response.

It was a pleasure meeting you and I hope I've convinced you that I can make a positive impact on (company name). I look forward to hearing from you soon.

Sincerely,

Your name here
Address
Phone
Email