

Sample Thank-You Letter

Make your Thank-You Letters warm and personal. Use them as an opportunity to:

January 27, 2019

Dr. Julia Edmonds, Director
Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Avenue
Newport News, VA 23607

Dear Dr. Edmonds:

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think that my education and cooperative education experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at 434 / 685-5555 or email me at bryan_f@yahoo.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Frederick Bryan
2913 Baxter Road
Virginia Beach, VA 23465

Express your sincere appreciation.

Re-emphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.

Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given.

Restate your appreciation.

Note: Emailing the thank-you letter is acceptable but following up with a handwritten note provides maximum impact.