

## Sample Thank You Letters

Dear \_\_\_\_\_,

Thank you for taking time from your busy schedule to meet with me yesterday.

You and your team have built an amazing company and I'd love to have the opportunity to take your accounting department to a whole new level. A level where it not only meets your information needs of timeliness and accuracy, but also exceeds your expectations with proactive data analysis, an unparalleled customer service attitude and a growth-ready structure. I've taken My Company from a situation similar to yours (lack of leadership, excessive financial turnaround time, low customer service focus) and turned it into what I've promised above.

I'd love the opportunity to work with you in the future, and again, thank you.

Sincerely,

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Dear \_\_\_\_\_,

Thank you for taking time from your busy schedule today.

I wanted to let you know that I am very excited about this opportunity to re-create the accounting area into a world-class department that will exceed the expectations of the organization. You've got a great leadership team at Company that I would love to work with and would ensure that the accounting department would never be the reason that the organization wasn't ready to take on growth opportunities.

I also look forward to working with the accounting team, leading them down the path to excellence and finding new team members as the need arises that demonstrate the attitudes that lead to greatness.

Thank you again!

Sincerely,

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Dear \_\_\_\_\_,

Thank you for taking the time to discuss the insurance broker position at Doe Construction, LLC, with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that Doe Construction 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. Smith, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

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Dear \_\_\_\_\_,

Thank you so much for taking the time to interview me today for the social worker position. I felt a wonderful rapport not only with you, but with the whole Rolling Hills School Health Clinic staff. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of schoolchildren in the Rolling Hills district.

I can make myself available for any further discussions of my qualifications that may be needed.

Again, Dr. Page, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.

Sincerely,

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Dear \_\_\_\_\_,

I'd like to thank you for talking with me about the research- assistant position in your seismology lab. I truly appreciate all the time and care you took in telling me about the job and learning more about me.

I'm so pleased that you agree that my senior research project in seismology provides me with excellent experience for this position. I am eager to bring my passion for seismology to the research-assistant position, and I am convinced the knowledge and experience I've already cultivated make me the best researcher for the job.

I very much look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications.

Thank you again for the exhilarating interview.

Sincerely,

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