

SAMPLE INTERVIEW THANK YOU LETTER

You're Name
You're Address
You're Telephone Number

Current Date

Mr./Ms. First Name Last Name
Job Title
Company Name
Address
City, State, Zip

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the Assistant Account Executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

Sincerely,

You're Name