



Career Services
OKLAHOMA CITY UNIVERSITY

Sample Thank You Letter

Your Information

Address
City, State, Zip

Date

Their Information

Address
City, State, Zip

Dear (Mr./Ms. Name),

Thank you again for the opportunity to interview on Tuesday afternoon for the Youth Coordinator position with Open Lands Trust. I was so impressed with the collaborative nature the staff described and opportunities that the new facility affords the surrounding community.

As we discussed, the scope of this position is especially exciting and I am eager to bring my professional experiences with program planning and community outreach to help further the new initiatives the institution is about to embark upon. The chance to further develop my skills in an education environment and build even stronger connections with the community is very appealing to me.

Again, I appreciate your time and consideration. I look forward to hearing from you in the coming weeks.

Sincerely,

Annie Studentino

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