

## SAMPLE THANK YOU LETTER

Street Address  
City, State Zip  
Date of Writing

Contact Name  
Title  
Company  
Street Address  
City, State Zip

Dear Mr./Ms.:

1<sup>st</sup> Paragraph: Thank the employer for the time he/she took with you today/yesterday. Talk about being excited with the opportunities present at the company (use name of company).

2<sup>nd</sup> Paragraph: Talk about something that impressed you with the company and that you are looking forward to talking with them again soon.

3<sup>rd</sup> Paragraph: Explain how they can contact you at (give your phone numbers) if they have any questions or concerns. Thank them again.

Sincerely,

*(You'll sign here)*

Your Name, Typed