

THANK YOU LETTER SAMPLE

Melinda Memphis
54 Greentree Rd
Cherry Hill, NJ, 08003
October 17, 2013

Ms. Valdez
President
City MusicFoundation
601 Wiggins Street
Princeton, NJ, 08544

Dear Ms. Valdez,

I am writing to say how much I enjoyed my interview with you on Tuesday afternoon at the City MusicFoundation. As a result of our conversation, my interest in the Associate Director of Community Programs position has increased significantly. I was impressed by the highly collaborative work environment you described, as well as the center's commitment to lifelong enrichment.

With my background in musicology, three years of administrative work, and two years of teaching experience, I am confident that I possess the strong program planning, organization, communication, and outreach skills that you seek. I am particularly enthusiastic to apply these skills to the new initiatives you mentioned to me. The chance to develop relationships with other non-profit organizations and nearby universities is especially appealing to me, as it would draw on my experience in higher education.

Thank you again for the opportunity to discuss my candidacy for the Associate Director position. I look forward to hearing from you next week.

Sincerely,

Melinda Memphis

Melinda Memphis

THANK YOU LETTER TEMPLATE

Your Name
Your Present Address
City, State, ZIP Code,
Date

Name of Contact Person
Title
Name of Company or Organization
Street Address
City, State, ZIP Code

Dear Mr./Ms. _____,

Thank you for meeting with me yesterday. I enjoyed learning more about the needs of your department and _____ (employer organization).

I am very enthusiastic about the position of _____ (title of position) and am particularly excited about the opportunity to gain exposure to _____ (specific project or job duty discussed). As we discussed, my background in _____ (your key selling points) will help me make a significant contribution to your organization.

Please let me know if I can provide you with any additional information to support my candidacy. I look forward to speaking with you again soon.

Sincerely,

(Your signature)

(Your full name)