

General Outline for a Thank-You Letter

Applicant's Current Address
City, State, ZIP Code

Date of Writing

Ms. Jane Doe
Title
Organization
Street Address
City, State, ZIP Code

Dear Ms. Doe:

1st Paragraph: Express appreciation for opportunity; mention location and date of interview or meeting; make a positive statement about your interest in the organization.

2nd Paragraph: Emphasize a specific point which will make you stand out in the employer's memory; supply any additional information which was omitted from the interview.

3rd Paragraph: Close with additional appreciation; make a positive statement about your qualifications for the position.

Sincerely,

(your name signed)

Type your name

PO Box 671
Memorial Union
Corvallis, OR 97331-2127
(541) 867-5309

September 15, 2010

Mr. Martin Shalders
Director of Human Resources
Gold Star, Incorporated
606 Lafayette Avenue
Redding, NY 10455

Dear Mr. Shalders:

Thank you for the opportunity to discuss your opening for an auditor. I enjoyed meeting both you and Barbara Toll and learning more about Gold Star, its current activities and upcoming projects.

I was particularly impressed with Gold Star's strong commitment to innovation and employee satisfaction and productivity. Your new volunteer program is a creative example of your company's belief that corporations should be vitally connected to their communities—a sentiment I wholeheartedly support. I would welcome the opportunity to be a part of this culture and work at your firm.

I believe that my academic training at Oregon State University and my experience working in the accounting department at LYP Jeans Company last summer qualify me for the position. In addition, my extensive knowledge of computer systems would be especially valuable as an auditor with your firm.

I look forward to hearing from you soon. In the meantime, please call me if I can provide more information or answer any additional questions.

Sincerely,

Miranda F. Clarke