

## SAMPLE "THANK YOU" LETTER

Stephanie Quinn  
PO Box 8999  
Oakland, CA 94613  
squinn@gmail.com  
510-888-9999

March 5, 2009

Ms. Glenna Wright  
Human Resources Manager  
Enterprise  
3950 Broadway  
Oakland, Ca 94611-5616

*Thank you letters  
should typically be  
mailed or e-mailed  
within 48 hours of  
the interview*

Dear Ms. Wright:

Restate  
key  
qualifications

I enjoyed interviewing with you during your recruiting visit to Mills College yesterday. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in May with a Bachelor's degree in Sociology. Through my education and experience I've gained many skills, as well as an understanding of leadership success and dealing with the general public. I have worked for five years in the retail industry in various positions from Salesclerk to Assistant Department Manager. I think my education and work experience would complement Enterprises management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Enterprise. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at the phone number or e-mail address above should you need additional information. I look forward to hearing from you.

Sincerely,

Express continued  
interest in the  
position

Stephanie Quinn

### Hot Tip!

Gather business cards from  
each interviewer and include  
these individuals in a "CC:" in  
your letter or e-mail