

Sample Thank You Letter

March 21, 2005

3924 Banster Road
Virginia Beach, VA 23465

Dr. Jan Edmonds, Director
Technical Design Group, Inc.
1320 Warwick Avenue
Newport News, VA 24608

Dear Dr. Edmonds:

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for TDG, Inc. were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I'm sure that I could make a significant contribution to the firm.

I want to reiterate my strong interest in the position and in working with you and your staff. Please feel free to call me at 805-555-5555 if you have any additional questions.

Again, thank you for the interview and your consideration.

Sincerely,

Joe Shaw