

**Thank You Letter**

**(Use the same letterhead & contact information found on all correspondence & résumé.)**

Date

Mr. Richard Roe  
Human Resources Manager  
Something Corporation  
111 South Street  
City, State Zip Code

Dear Mr. Roe:

Thank you for the recent opportunity to interview with you. Our time together was both informative and interesting. In fact, it only strengthened my enthusiasm for Something Corporation and the position you have posted. It would be a privilege to serve on your team.

There is nothing that would please more than to apply my education and work experiences to accomplish the goals you have set for this position. As you review your notes, I hope you will be reminded of my qualifications and desire to contribute to your organization. With an ability to relate well with other professionals, a willingness to accept challenges, and a desire to achieve results, I offer you my commitment to excellence. Should you have any additional questions or need clarification in any area, please feel free to contact me at your convenience.

Again, thank you for the interview and your thoughtful consideration of my application. I do indeed look forward to hearing from you.

Sincerely,

(Your signature)

Stan Student