

Sample Thank You Letter

To convey a more professional look, cut & paste your name & contact information from your resume (also known as resume header) **here**.

Date

Name of company recruiter

Name of Company

Address City, State Zip code

Dear (Mr., Ms., Dr. Employer Rep's Name)

Thank you for taking time out of your busy schedule to interview me on campus. I was pleased to meet you (specify day). I was fascinated with the (job title), and the environment, you conveyed, at (company name). (Mention something specific about the particular position discussed during the interview). I am certain, if given the opportunity, I can fulfill your expectations and contribute toward the growth of the company.

I can be reached at the above home phone number or e-mail. I am looking forward to hearing from you. Again, thank you so much for your time. Best wishes and (happy holidays, have a great summer, etc.).

Sincerely,

Signature

Typed Name