

SAMPLE THANK YOU LETTER

285 Main Street **(Your address and date)**
Teaneck, NJ 07666
April 10, 2006

Jane Doe, Manager **(Name and job title of interviewer)**
Media Marketing **(Name and address of company)**
446 Goldenrod Way
Paramus, NJ 07452

Dear Ms. Doe:

Thank you for the opportunity to interview with you today for the **(title of position)** position in the Marketing Department. I enjoyed meeting you and learning more about Media Marketing.

Our meeting reinforced my strong interest and enthusiasm in working for Media Marketing. This position provides me the challenging opportunity and growth-oriented work environment I value. I think my strong writing and research skills coupled with my education and work experience fit nicely with your job requirements. I am confident I can make a significant contribution to the organization.

OPTIONAL PARAGRAPH:

Enclosed is **(anything which would strengthen your candidacy, and explain why you are enclosing this information and how it relates to the position.)**

If you have any additional questions, please feel free to contact me at 555-123-4567 after 6 pm. Again, thank you for your time and consideration.

Sincerely,

Sign your name

Type Your Name