

# Thank-You Letter Sample

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*A sincere, well-written thank you letter should be composed within an hour of the interview. Don't forget to check for spelling and grammatical errors, since they can quickly ruin a prospective employment opportunity.*

April 7, 20\_\_

Mr. Jack Powell  
Director of Marketing  
Springs Elastic Co.  
8200 Reed Lane  
Kansas City, MO 64031

Dear Mr. Powell:

Thank you very much for the opportunity this afternoon to discuss the Marketing Assistant position you plan to fill. I really enjoyed meeting you and your staff and was impressed with the friendly, team-oriented environment. Joining your department appears to represent an exciting challenge.

I am pleased that you took the time to go over very specific responsibilities and accountabilities in the job. I have spent four years at William Jewell sharpening my oral and written communications skills. Marketing is an ideal application and one on which I have been focused all along. Your utilization of word processing, desktop publishing, and graphics software will put my microcomputer skills to good use.

I truly hope my high degree of interest was apparent during the interview and that I demonstrated my energy and professionalism. Our discussion convinced me that I could quickly become a valued contributor at Springs Elastic and that I would enjoy associating daily with your staff. Thank you once more. I eagerly await word from you.

Sincerely,

Bob Barnes  
WJC Box 1234  
500 College Hill  
Liberty, MO 64068-1896  
(816) 415-1234