



SAMPLE THANK YOU LETTER

Use the same header as your cover letter and resume or use a purchased plain thank you card and write your message.

September 30, 2005

Andy Brantley
Account Supervisor
ABC Consulting
Charlotte, NC 28111

Dear Mr. Brantley:

Thank you for the opportunity to interview for a change management position at ABC Consulting. I was excited to speak with you this morning. Your explanations and specifics about the overall training process were very helpful.

As I hope I conveyed during our interview, I strongly believe that this position would be a good match for my interests and talents. I also think my academic preparation and work experience mesh well with Andersen's expectations and requirements. Therefore I am eager to continue the interview process.

Again, thank you for your encouragement and support of my interest in working with Andersen. I remain enthusiastic about the prospect of this position and look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

(sign here)

Joe Student

