

SAMPLE THANK YOU LETTER

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Mr. Jack Welsh
Director, Human Resources
Adirondack Computer Services
123 Main Street
Philadelphia, PA 19101

Dear Mr. Welsh:

Thank you for taking the time to meet with me yesterday to discuss the Web Developer position. I enjoyed meeting you while learning about this interesting opportunity, the MIS department and the corporate culture of Adirondack.

After speaking with you, I am even more interested in this position. The responsibilities you described are a great fit for my educational background, which had a strong hands-on learning component. In addition, my work experience as a Student Assistant in the Web Development Lab has prepared me to hit the ground running so I can quickly contribute to the team.

Thanks you again for your time. Should you need any additional information to expedite the decision making process, please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,

Joseph Fox