

Sample Thank You Letter

August 30, 2001

Mr. Edmonds
Atlantic Engineering Group
1111 Warwick Avenue
Anytown, US 12345

Dear Mr. Edmonds,

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting with you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I'm sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at (111) 555-2222 if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

Chris Hiremenow
123 Beach Road
Anytown, US 11222