

## Jayobi.com Sample Thank You Letters

Dear **Mr./Ms. Name:**

I really enjoyed my visit and interview with you and in meeting \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ . Please pass along my thanks to them also for their time.

Your company impressed me very much and the position of \_\_\_\_\_ is precisely what I have been seeking. I sincerely hope that my qualifications are of equal interest to you. I am confident that the experience I gained while working as \_\_\_\_\_ and \_\_\_\_\_ is easily transferable to your firm.

Please let me know if you need any additional information. I look forward to hearing from you next week as we discussed, and hopefully meeting with your Director soon.

Best regards,

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Dear **Mr./Ms. Name:**

Thank you very much for the time and courtesies extended to me on my recent visit to your office. I enjoyed my interview with you and learning more about **Company Name**.

The Team Leader position is of great interest to me and I feel that my experience and success in staff supervision and office management, combined with my strong computer skills, is directly transferable to your organization. I am a hard worker, a quick learner who is very adaptable, and I am confident that my abilities will perfectly fit your organization's needs.

I sincerely hope that my qualifications and enthusiasm merit your further consideration and I look forward to hearing from you soon.

Best regards,

# Jayobi.com Sample Thank You Letters

*Three thank you letters to the same company for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>d</sup> interviews:*

#1 Dear **Mr./Ms. Name:**

Thank you very much for the time and courtesies you extended to me during my interview today. I enjoyed meeting you and learning more about **Company Name** and the account management position that is available. You made me feel very welcome and I felt that we established a good rapport quickly. It is interesting that our children are involved in neighborhood sports together and our wives have met also - it really is a small world. (If there are any personal connections, it is nice to include them in a thank you letter).

As we discussed, my experience is readily transferable to this position and I am confident my skills could assist your firm. I sincerely hope that my qualifications are of continuing interest to you. I am confident that I will meet your full expectations for this position and much more too.

Please let me know if you need any additional information. I look forward to hearing from you.

Best regards,

#2 Dear **Mr./Ms. Name:**

Just a short note to say that I certainly enjoyed talking with you again yesterday. I continue to be impressed with your organization and the working atmosphere you have created.

This opportunity is exactly what I have been searching for and I would look forward to contributing to **Company Name's** future growth and success. My proven sales/marketing experience is strengthened by effective time management skills, the knack to overcome customer objections (i.e. price, etc.), and create lasting relationships through excellent account management and customer service.

I hope my experience and enthusiasm merits your further consideration.

Best regards,

#3 Dear **Mr./Ms. Name:**

Today's meeting with you was again enjoyable and I appreciate your continued interest.

As you are aware, I am extremely interested in obtaining this position and am absolutely confident in my ability to do everything you want done and perhaps more too. I look forward to the opportunity of proving that statement to your complete satisfaction.

Best regards,