

Thank You Notes & Letters

Thank you for interview

Dear _____:

I appreciated the opportunity to talk with you on *(date)*. The information you shared with me about *(organization name)* was excellent, and I am excited about the possibility of applying my education and experience to the position we discussed.

(In the second paragraph, you may want to highlight a specific topic you discussed during the interview or indicate some skill/experience that will set you apart from the other applicants.)

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Your name

Thank you for Plant/Office Visit

Dear _____:

Thank you for your letter of *(date)* suggesting a plant/office visit at *(time)* on the following dates: *(list dates)*.

The most convenient date for me would be *(date)*. I will arrive at your office at *(time)*.

Attached is a copy of my resume, along with the application for employment. *(if applicable)*.

I appreciate the opportunity to visit your plant/office. I am very interested and eager to learn more about possible employment opportunities with *(organization name)*.

Sincerely,

Your name