

SAMPLE INTERVIEW THANK YOU LETTER

Paul Meyers

411 Main Street, #2, Georgetown, TX 78626
(512) 869-4532

Mr. Alan Jones
Human Resources Manager
Southwestern Bell
4455 Point Avenue, Suite 300
Houston, TX 76742

January 12, 20_____

Dear Mr. Jones:

Thank you for meeting with me this afternoon to discuss entry-level positions with Southwestern Bell. The customer service position you described sounds challenging and inspiring. Southwestern Bell appears to be a dynamic and exhilarating place to work, and because of my strong liberal arts education, this environment is a fine fit. I enjoy thinking critically, tolerating ambiguities, dealing with complexities and communicating with a wide variety of individuals. As I mentioned during the interview, my internship experience with IBM gave me insight into both the workings of a large corporation and the interdependence of the various departments. As president of my fraternity, I learned how to make quick decisions, solve problems and act as a negotiator. These skills, combined with my internship experience, make me a qualified and competent candidate for the customer service position.

I look forward to hearing from you soon. It was a pleasure talking with you and exciting to meet another avid scuba diver! Thank you for your time and consideration.

Sincerely,

Paul Myers