

Thank-You Letter

**Structure your
thank-you letter
with three
paragraphs**

Paragraph 1:

Express your sincere appreciation.

Paragraph 2:

Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.

Paragraph 3:

Thank the employer once again. Give contact information and again show your interest in the position.

Closing:

Don't forget to sign your name.

919 16th Street
Huntsville, TX 77341

September 25, 2014

Ms. Ima Boss
Recruiting Coordinator
Big Dogs Incorporated
Box 2238
Huntsville, TX 77341

Dear Ms. Boss:

Thank you for taking the time to interview me at Sam Houston State University on September 24, 2010. I enjoyed talking with you and learning more about the sales representative position with Big Dogs Incorporated.

My enthusiasm for the position and my interest in working for Big Dogs Incorporated were strengthened after meeting with you. The skills that I have gained through my internship coupled with the knowledge that I gained from my education seem to fit nicely with the job requirements. I am confident that I could significantly contribute to your company over time. I greatly enjoy this career field and wish to apply my interest and knowledge to Big Dogs Incorporated.

Again, thank you for the opportunity to interview with you. Please feel free to contact me at 936-555-5555 or student@email.com if I can provide you with any additional information. I look forward to speaking with you soon.

Sincerely,

Sammy Student

Sammy Student