

Sample Post Interview Thank-you Letter

1234 Ledgewood Drive
Cincinnati, Ohio 45207
August 28, 2007

Ms. Joanna Jones
Personnel Department
Consumer Products Company
100 Commerce Street
Any Town, Ohio 40000

Dear Ms. Jones:

I enjoyed speaking with you during your recent visit to the campus of Xavier University. The sales position you described certainly is a good match with my current career goals.

As we discussed, my summer internship with Clairol Products, Inc., provided practical application of my marketing coursework in a consumer products environment. In particular, I know the experience gained with store managers will prove to be an asset to Consumer Products Company.

I am anxious to pursue this sales opportunity in more detail and look forward to your early response. I can be reached by telephone at 745-0000.

Sincerely,

Doris Sharp