

# THANK YOU LETTER SAMPLE

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George Johnson  
123 University Place  
Princeton, New Jersey, 08544  
October 17, 2013

Ms. Mendez-Padilla  
President  
County Youth Center  
54 Broad Street  
Newark, NJ, 07102

Dear Ms. Mendez-Padilla,

I am writing to say how much I enjoyed my interview with you on Tuesday afternoon at the County Youth Center. As a result of our conversation, my interest in the Youth Services position has increased significantly. I was impressed by the highly collaborative work environment you described, as well as the center's commitment to community-based change.

With my background in psychology, two years of work as a residential community adviser, and several years of volunteer work in various educational settings, I am confident that I possess the strong program planning, organization, communication, and outreach skills that you seek. I am particularly enthusiastic to apply these skills to the new initiatives you mentioned to me. The chance to develop relationships with the 12 schools newly established in Dallas is especially appealing to me, as it seems this could lead to tremendous growth in the main programs sponsored by the Youth Center.

Thank you again for the opportunity to discuss my candidacy for the Youth Services position. I look forward to hearing from you next week.

Sincerely,

*George Johnson*

George Johnson

# THANK YOU LETTER TEMPLATE

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Your Name  
Your Present Address  
City, State, ZIP Code,  
Date

Name of Contact Person  
Title  
Name of Company or Organization  
Street Address  
City, State, ZIP Code

Dear Mr./Ms. \_\_\_\_\_,

Thank you for meeting with me yesterday. I enjoyed learning more about the needs of your department and \_\_\_\_\_ (employer organization).

I am very enthusiastic about the position of \_\_\_\_\_ (title of position) and am particularly excited about the opportunity to gain exposure to \_\_\_\_\_ (specific project or job duty discussed). As we discussed, my background in \_\_\_\_\_ (your key selling points) will help me make a significant contribution to your organization.

Please let me know if I can provide you with any additional information to support my candidacy. I look forward to speaking with you again soon.

Sincerely,

(Your signature)

(Your full name)