

**(Sample of Thank you letter for after the interview)**

ISABEL SANCHEZ  
1212 Western Avenue  
Holyoke, MA 01040  
(413) 538-5498

June 8, 2003

Irene Dunlap, Director  
Human Resources Department  
Acme Corporation  
134 Elm Street  
Chicopee, MA 01020

Dear Ms. Dunlap:

Thank you very much for interviewing me for the position of Receptionist this morning. I very much enjoyed meeting you and learning more about Acme Corporation and am convinced my skills and abilities are well suited for this position. I also particularly appreciated the tour of the building where I was able to confirm my positive impression of your company.

- I am proficient in Microsoft Office Suite.
- My customer service skills match exactly what you need.
- Bilingual, I have excellent communication and problem solving skills.
- I demonstrated my willingness and ability to adapt to change.

More than ever I feel that Acme would be the perfect place for me to put my administrative and communication skills to work. I believe challenges are opportunities to grow and improve, and that is part of the company standard at Acme as well.

I hope you will give me serious consideration for this position as I am confident of my ability to contribute to the growth and success of your company. Please call if there is more information you would like to have. I look forward to hearing from you soon.

Very sincerely,

*Isabel Sanchez*

Isabel Sanchez