

Thank You Letters

JANE SWIFT

18 Central Park Street, Anytown, NY 14788
(516) 555-1212

(Date)

Alice Cooper
Krieger, Skvetney, Howell
Executive Search Consultants
2426 Foundation Road
Anytown, NY 14788

Dear Ms. Cooper:

It was a pleasure meeting with you last week in your office. I appreciated the time you spent with me as well as the valuable information you offered. As we discussed, I have adjusted my resume in regards to my position with XYZ Corp. I have included the new resume with this letter so that your files can be updated.

Ms. Cooper, please allow me to thank you again for the compliment on my ability to present a strong interview. Please keep this in mind when considering me for placement with one of your clients.

Sincerely,

Jane Swift

JB
Enclosure

Thank You Letters

Jane Swift

18 Central Park Street, Anytown, NY 14788 ▪ (516) 555-1212

(Date)

Emily Rogers
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Ms. Rogers:

It was most pleasant to meet with you this past Wednesday. In addition to experiencing a very enjoyable and informative interview, I came away very enthusiastic about the position you are seeking to fill. After meeting Susan, I can certainly understand that her leaving will create a void in your office setting. She exudes a rare charm and I am humbled to be considered a viable candidate to replace her.

The tour was especially great. I do appreciate your having extended that added favor to the interview. I am, of course, looking forward to hearing from you in a positive way. Being part of your office and the management team is, indeed, an enticing prospect. Please be assured that I am ready for any “start date” you select.

Very sincerely,

Jane Swift

JS

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