

SAMPLE THANK YOU LETTER

2913 Baxter Road
Virginia Beach, VA 23465
January 25, 1996

Dr. Julia Edmonds, Director Technical Design Group Atlantic Engineering Systems, Inc.
1220 Warwick Avenue
Newport News, VA 23607

Dear Dr. Edmonds,

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I'm sure that I could make a significant contribution to the firm over time. I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek.

Please feel free to call me at (804) 685-5555 if I can provide you with any additional information. Again, thank you for the interview and your consideration.

Sincerely,
(Written signature)
Frederick Bryan
(Source: Job Choices, 39th Edition, 1996)