

Sample Career Thank You Letter

November 12, 2007

Dana Warren
235 E. Pacific Street, Apt. 2B
San Francisco, CA 94115

Dr. Daniel Carter
Dean, General Studies Program
University of San Francisco
125 Haight Street, Room 222
San Francisco, CA 94113

Dear Dr. Carter:

It was a pleasure meeting with you and your staff today. Thank you for providing me with the opportunity to interview for the position of Student Services Coordinator. Also, please extend my thanks to your entire staff for taking the time out of their busy schedules to participate in the interview.

My interest and excitement about the position, which was certainly strong before our meeting, has only become stronger. I now have a better understanding of the position and its responsibilities, as well as a clearer sense of the overall goals of your department. I am confident that my skills and experiences as a counselor, administrator, and workshop leader will enable me to make a valuable contribution to your team.

I hope I was able to provide you with sufficient information about my qualifications to give you a clear picture of what I can offer. If you or your staff has any additional questions, please feel free to call me at (415) 333-3333.

Thank you again for your time and consideration.

Sincerely,

Dana Warren

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