

OFFICE OF CAREER DEVELOPMENT

SAMPLE THANK YOU EMAIL

Dear Ms. Jones:

I want to thank you for interviewing me yesterday for the Public Relations Associate position. I greatly enjoyed meeting with you to learn about the position and your future plans for the department. After meeting you and the other department members, I feel that I would be an ideal fit based on my previous experience. In particular, my background of program development resonates with your approach to developing community relationships, and I think that I would be a valuable asset to your new program.

If I can provide you with any additional information, please do not hesitate to contact me. Thank you again, and I look forward to hearing from you.

Sincerely,

Melissa Marketing

SAMPLE THANK YOU LETTER

Melissa Marketing

123 Main Street, Apartment 1F, Chicago, IL 60622 • (773) 555-1234 • mmarketing@mail.roosevelt.edu

August 31, 2011

Ms. Jacqueline Jones, Marketing Director
IBM Chicago
1 South Wacker Drive
Chicago, IL 60605

Dear Ms. Jones:

I want to thank you for interviewing me yesterday for the Public Relations Associate position. I enjoyed meeting with you to learn about the position and your future plans for the department.

The information you offered heightened my interest in the position, especially your comments about the newly-forming public relations initiative. Your goals to approach the market from such a unique perspective seem like an ideal way to establish new inroads in the community, and I believe my previous public relations experience at Roosevelt University would allow me to make an immediate impact on this program. I hope to delve further into the creative process and be an integral part of your team in this new and exciting development.

If I can provide you with any additional information, please do not hesitate to contact me. Thank you again for your time and consideration, and I look forward to hearing from you.

Sincerely,

Melissa Marketing