

Sample Thank You Letter

August 1, 2018

Ms. Bridget Jones
Human Resource Manager
XYZ Company
901 S. Illinois Avenue
Carbondale, IL 62901

Dear Ms. Jones:

Thank you for taking the time to interview with me for you Administrative Assistant position. I greatly enjoyed visiting your office, meeting the department staff, and learning about the ways I may be of benefit in your office.

Please do not hesitate to contact me if there is any additional information I can provide. I look forward to speaking with you again in the near future.

Sincerely,

Bart Simpson
100 E Jackson Street
Carbondale, IL 62901
bsimpson@jalc.edu