



Thank You Letter Sample

Jane Q. Student

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Ms. Cynthia Miller
Administrative System Analysis Director
ABC Corporation
1234 Business Lane
Workersville, CA 90001

Dear Ms. Miller:

I would like to thank you again for the opportunity to interview with ABC Corporation yesterday.

After spending the morning discussing your Financial Analyst position, I am even more enthusiastic about the possibility of working with ABC. Meeting with you yesterday helped me understand the specifics of the position in detail. Most importantly, I was excited to hear of the emphasis you place on your employees' training and development and about the opportunities to work in cross-functional teams.

I not only feel that my professional values are well aligned with ABC, but I also believe that my strong computer skills and analytical abilities would be great assets in the Financial Analyst position. Specifically, my ability to create databases in Excel will help the department operate more efficiently.

I appreciate the time you gave me and look forward to hearing from you. If you require further information from me, please feel free to contact me.

Sincerely,

Jane Q. Student