

# Sample Interview Follow-up Thank you Letter

Interviewing Handout # 11

Miles Westchester  
1234 New York Avenue  
Plattsburgh, New York 12903  
518-555-1212

March 21, 2003

Ms. Katrina Beardsley  
Vice President  
Alpha Advertising  
4567 Arizona Avenue, Suite 17  
Plattsburgh, New York 12901

Dear Ms. Beardsley:

Thank you for the interview and tour of your company on Friday to discuss the Marketing Director position. I am impressed with Alpha Advertising's strong marketing plans and strategy for achieving your objectives.

During the interview, you stressed the necessity for developing new strategic plans and tracking their success. My four years at Beta Designs as an Accounts Manager has provided me with valuable experience in plan development and tracking, preparing me for the Marketing Director position. I am very interested in assisting Alpha Advertising continue their marketing expansion.

I look forward to hearing from you next week and will be available immediately to begin work with your firm.

Sincerely,

Miles Westchester