

# SAMPLE THANK YOU LETTER

4845 Happy Trails Lane  
Dayton, TX 00000  
000.000.0000  
jimmysmith@myemail.com

August 17, 20xx

Mr. Michael Johnson  
Personnel Director  
Linear Corporation  
89 South Street  
Liberty, TX 00000

Dear Mr. Johnson:

It was a pleasure meeting with you on Tuesday, August 15<sup>th</sup> regarding the position of Computer Technician. I appreciated the opportunity to discuss my qualifications, and I am grateful for the time you took to interview me and answer my questions about the position and your company.

As mentioned in my interview, I will be graduating in December with an Associate Degree in Computer Maintenance Technology. Through my education and experience I have gained many skills, including the ability to manage multiple projects at once, troubleshoot system components to ensure quality of work, and deliver excellent customer service. I am confident these skills could be successfully applied in the Computer Technician position.

I have enclosed a copy of my college transcript and a list of references that you requested. You can view my electronic portfolio at [www.JSmith@efolio.org](http://www.JSmith@efolio.org).

Again, I would like to thank you for the time and courtesy you extended to me. If there is anything that I can offer to help prove that I am the right person for the position, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

*Jimmy Smith*

**Student Career & Employment Office**

Moler Hall, Rm 107 ★ PH: 281.425.6572 ★ Email: [hirearebel@lee.edu](mailto:hirearebel@lee.edu) ★ Web: [www.lee.edu/hirearebel](http://www.lee.edu/hirearebel)

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