

Sample Thank-You Letter. Provided by UK's James W. Stuckert Career Center

3456 Westview Road
Lexington, Kentucky 40504
July 31st, 2008

Ms. Terry Smith, Director
Market and Sales Research Division
ABC Corporation
4321 Industrial Road
Frankfort, KY 40511

Dear Ms. Smith:

I want to express my appreciation for the chance to visit with you regarding your opening for a Research Analyst. This sounds like an exciting and challenging opportunity, and I want to reaffirm my strong interest in the position.

I was particularly interested in our discussion of the customer surveys you are planning to develop over the next year. As we discussed, I recently completed a similar project where I designed a survey instrument that is now being used on a regular basis to measure customer satisfaction. The experience and expertise gained from this assignment would be especially beneficial in developing an effective tool to meet your needs.

Again, I am very interested in this position and believe that, with my overall qualifications and experience, I could make a significant contribution to your market research team and to ABC Corporation as a whole. Thank you again for your time and I look forward to hearing from you soon. Don't hesitate to contact me at 859.257.2746 if you have further questions about my qualifications.

Sincerely,

Beth Bottoms