

Sample Thank You Letter for Job Interview

1515 E. Sixth St.
Arlington, VA 23518
January 13, 2003

Ms. Cynthia Barnes
Vice-President
Atlantic Advertising Agency
2553 Michigan Ave.
Chicago, IL 60611

Dear Ms. Barnes:

I want to thank you for meeting with me on January 10 to discuss the position of copy writer at Atlantic Advertising Agency. I enjoyed meeting you and the other members of your staff. Your ideas and philosophies about the advertising business are impressive. Learning about Atlantic's present media campaign for the Chicago Business Association was exciting and demonstrated your creative approach to advertising.

My enthusiasm for the position and my interest in working for Atlantic Advertising Agency were strengthened as a result of the interview. I believe the skills I have developed through my education and internship experiences fit nicely with the position requirements. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with The Voice. As I stated in our meeting, I enjoy the challenge of a competitive environment in which success is based on achievement.

I would also like to mention that since our meeting I have received the College Reporter's Award for an article I published recently. This is my first national award, and I am very encouraged by this approval of my work.

I want to reiterate my interest in the position of copy writer and in working with you and your staff. I look forward to hearing from you soon.

Sincerely,

Bryan A. Black