

Sample 5.4 - Thank you for initial interview

400C Hunter Ridge
Blacksburg, VA 24060
(540) 555-1111
boles@vt.edu

October 26, 2006

Ms. Glenna Wright
Human Resources Manager
Fashion Department Store
2000 Line Drive
Fairfax, VA 22030

Dear Ms. Wright:

I enjoyed interviewing with you during your recruiting visit to Virginia Tech on October 25. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Fashion Merchandising. Through my education and experience I've gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked seven years in the retail industry in various positions from Salesclerk to Assistant Department Manager. I think my education and work experience would complement Fashion's management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1111 or by email at boles@vt.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures

Sample 5.5 - Thank you for on-site interview

170 Roanoke Street
Blacksburg, VA 24060
(540) 555-6241

JRichardson@vt.edu

March 3, 2007

Ms. Patricia Smith
Personnel Manager
Sheldon Computers and Electronics
1212 Lark Lane
Richmond, VA 23230

Dear Ms. Smith:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that Sheldon Computers and Electronics offers. I look forward to your decision.

Sincerely,

Jan Richardson

Enclosure

Hard copy, handwritten or email?

Thank-you letters can be hard copy typed, handwritten or e-mailed. Hard copy are most formal and are appropriate after an interview. Handwritten are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during on-site interview. E-mail is appropriate when that has been your means of contact with the person you want to thank, or if your contact has expressed a preference for e-mail. (Also see [guidelines for using e-mail in your job search](#) and [e-mail business etiquette](#).)