

SAMPLE THANK YOU/FOLLOW-UP LETTER

1212 Delaware Avenue
Wilmington, DE 19806

May 25, 2002

Ms. Rebecca Robson
Director of Recruiting
Apple Advertising
187 Bainbridge Road
Newport, RI 18645

Dear Ms. Robson:

Thank you for interviewing me yesterday for the assistant account manager position. I enjoyed meeting you and learning more about Apple and your philosophy toward advertising and business relations.

My enthusiasm for the position and my interest in working for Apple have been strengthened because of the interview. Apple's emphasis on the client and open communication policy mesh well with my own philosophy of business relationships. I think my education and experience fit the job requirements, and if offered the position, I am certain I would make a valuable addition to your team.

I want to reiterate my strong interest in working with Apple. Your company and this position offer the exact opportunity I seek. Please feel free to call me at (302) 555-1369 if I can provide you with any further information.

Again, thank you for your time and consideration.

Sincerely,

Laura Goldman

***Mail the letter within 24 hours of the interview.**

*Thank the interviewer for his/her time.

*Send a thank you letter for every interview you go on.