



Sample Thank You Letter

Craig Somebody
12 Arrow Lane
Jersey City, NJ 07765

September 26, 2015

Michael Brady
Vice President, Operations
Global Industries
New York, NY 10022

Dear Mr. Brady:

Thank you for meeting with me on Thursday, September 25th to discuss the Technical Support Specialist position available at Global Industries. I enjoyed talking with you and your staff about the direction and goals of your division.

As you described, Global Industries is looking for someone to provide technical assistance to its information management area. I am confident that my PC knowledge and experience working with customers, vendors, and users would meet Global Industries' needs. At the same time, I feel this position would allow me continued professional growth.

Once again, it was a pleasure meeting with you. I look forward to hearing from you soon. If there is additional information I can provide you with, please do not hesitate to call me at (000) 000-0000.

Sincerely,

Craig Somebody