

## *Sample Thank You Letters*

### **Susan H. Jones**

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334-851-0000  
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May 12, 2016

Mr. David Clark  
Director of Human Resources  
KapCo Industries  
1500 Broadway Street  
Asheville, NC 28801

Dear Mr. Clark:

Thank you for taking the time with me yesterday to discuss the account manager position at KapCo Industries. I enjoyed meeting with you and learning more about the company.

My enthusiasm for the position and interest in working for KapCo Industries has been strengthened due to the interview. I know my education and experience fit well with the job requirements and if given the opportunity, I believe I would make a valuable asset to your team.

Thanks again for your time and consideration. Please contact me at 334-851-0000 if you have any questions or would like to set up an interview at your convenience.

Sincerely,

Susan H. Jones