

SAMPLE THANK YOU LETTER

1200 Kenwood Ave.
Duluth, MN 55811

February 20, 2014

Ms. Mandy Long
Public Relations Director
Klein and Associates
1709 Wallace Ave.
St. Paul, MN 55555

Dear Ms. Long:

I want to thank you for offering me the opportunity to interview yesterday for the position of public relations assistant. I enjoyed meeting you and learning more about Klein and Associates.

My interest and enthusiasm for the position were strengthened as a result of the interview. I am impressed with your client list, your cooperative team environment and your mission to develop creative promotional strategies for businesses big and small. I think that my relevant education, my event planning internship and experience with Adobe Creative Suite programs such as Photoshop and InDesign would allow me to make significant contributions to the organization.

I would like to reiterate my enthusiasm for the position and in working with you and your staff. Please feel free to contact me at 555-111-2222 or at student@css.edu if I can provide you with any additional information.

Again, thank you for providing the opportunity for me to interview.

Sincerely,

St. Scholastica Student

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