

SAMPLE THANK YOU LETTER

4845 Happy Trails Lane
Dayton, TX 00000
000.000.0000
jimmysmith@myemail.com

August 17, 20xx

Mr. Michael Johnson
Personnel Director
Linear Corporation
89 South Street
Liberty, TX 00000

Dear Mr. Johnson:

It was a pleasure meeting with you on Tuesday, August 15th regarding the position of Computer Technician. I appreciated the opportunity to discuss my qualifications, and I am grateful for the time you took to interview me and answer my questions about the position and your company.

As mentioned in my interview, I will be graduating in December with an Associate Degree in Computer Maintenance Technology. Through my education and experience I have gained many skills, including the ability to manage multiple projects at once, troubleshoot system components to ensure quality of work, and deliver excellent customer service. I am confident these skills could be successfully applied in the Computer Technician position.

I have enclosed a copy of my college transcript and a list of references that you requested. You can view my electronic portfolio at www.JSmith@efolio.org.

Again, I would like to thank you for the time and courtesy you extended to me. If there is anything that I can offer to help prove that I am the right person for the position, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

Jimmy Smith

Student Career & Employment Office

Moler Hall, Rm 107 ★ PH: 281.425.6572 ★ Email: hirearebel@lee.edu ★ Web: www.lee.edu/hirearebel

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