

# SAMPLE THANK YOU LETTER

4845 Happy Trails Lane  
Baytown, TX 00000

July 1, 20xx

Ms. Janice Williams  
Director of Human Resources  
Kenkirk Rehabilitation Hospital  
759 North Tollway, Suite 3A  
Houston, TX 00000

Dear Ms. Williams:

Thank you for meeting with me last Thursday, June 28<sup>th</sup>, to discuss your opening for a Graduate Nurse. I enjoyed the tour of your facilities and was very impressed with the enthusiasm you expressed for your company's future.

Our conversation strengthened my desire to become a part of the nursing staff at Kenkirk Rehabilitation Hospital. I think my education and clinical experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to your organization.

Again, thank you for considering me for the Graduate Nurse position. Please call me at (000) 000-0000 if I can provide you with any additional information. I look forward to hearing from you soon.

Sincerely,

*Susan Jones*

**Student Career & Employment Office**

Moler Hall, Rm 107 ★ PH: 281.425.6572 ★ Email: [hirearebel@lee.edu](mailto:hirearebel@lee.edu) ★ Web: [www.lee.edu/hirearebel](http://www.lee.edu/hirearebel)

Susan Jones

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