

*Copy & paste your contact info from your resume onto this page.*

## Name

5678 Street • City, VA Zip • (000)000-0000  
Email Address • LinkedIn Address or Portfolio Page

Date

Name of Interviewer  
Title  
Company Name  
Street Address  
City, State Zip

*Be sure to get a business card during the interview so that you can properly address the thank-you letter!*

Dear Dr. Nagle:

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

The interview strengthened my enthusiasm for the position and interest in working for Casey. I believe my education and cooperative education experiences fit nicely with the job requirements, and I'm certain I could make a significant contribution to the firm over time.

I would like to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

Name

### *Basic paragraphs of a Thank you letter:*

- 1. Thank them for their time.*
- 2. Remind them of how you are a good match for the job (skills, experience, and knowledge).*
- 3. Emphasize your continued interest in the position.*
- 4. Don't ask for anything -- just say "thanks!"*