

Sample Thank You Note for Interview

Permanent Address :

1111 Main St.
Grosse Pointe Park, MI 48230

Karl Colman

karl.colman@lawrence.edu
920-832-0000
linkedin.com/karlcorman

University Address :

711 E. Boldt Way, SPC 128
Appleton, WI 54911

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Dr. Julia Edmonds, Director
Technical Design Group
Atlantic Engineering Systems, Inc
1220 Warwick Avenue
Newport News, VA 23607

If you are typing your letter to print and mail, your name and contact information should match the format of your résumé and cover letter. You should also include the interviewer's contact information. If you are emailing the thank you or handwriting it on a card, you can leave off this information.

Dear Dr. Edmonds:

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 and the current market challenges facing Technical Design Group.

My enthusiasm for the position and my interest in working for Atlantic Engineering Systems were strengthened as a result of the interview. I think my education and internship experiences fit nicely with the job requirements and I feel certain I would make a significant contribution to the firm.

Please feel free to call me at 920-832-6561 if I can provide you with any additional information. Again, thank you for the interview and your consideration. I look forward to hearing from you.

Sincerely,

Sign your name after printing, if you are planning to mail your letter.

Karl Colman