

Sample Thank You Letter

Interviewing Handout # 12

Miles Westchester
1234 New York Avenue
Plattsburgh, New York 12903
518-555-1212

March 21, 2003

Mr. Brain Downs
Director of Human Resources
Iron Mountain Machining
566 Main Street
Plattsburgh, NY 12901

Dear Mr. Downs:

Thank you for the opportunity to discuss your opening for a Machinist. I enjoyed meeting with you and Mr. Hightop to learn more about Iron Mountain Machining and the products you manufacture.

My six years of experience at Plattsburgh Foundry and my educational training at CV -TEC in Industrial Technology, provide me with the qualifications you seek for the position. In addition, my extensive knowledge of computers and software would also be especially valuable in the operation of the CNC machines and programming.

I was particularly impressed with Iron Mountain Machining's strong commitment to innovation and growth, as well as its plans to expand into the plastic market. This type of growth environment would challenge me to do my best work.

I would like to meet with you again to further discuss the Machinist position and in the meantime, if you would like any additional information, please feel free to contact me.

Sincerely,

Miles Westchester