

Sample of Interview Thank You Letter/Note

123 N Main St Apt C-3
St. Paul, MN 55050
(507) 361-8547

January 19, 1999

Mr. Vincent Kelger
Research and Development Manager
Computers International
11234 W Ivanto Ave
St. Paul, MN 55051

Dear Mr. Kelger:

Thank you again for the opportunity to interview for the computer analyst position. I appreciated your hospitality and enjoyed meeting you and the members of the staff.

The computer analyst position sounds very interesting, and it would be an opportunity for me to use my skills and experience in computer programming and troubleshooting.

Thank you again and if you need any additional information, please do not hesitate to contact me at the telephone number or address listed above.

Sincerely,

Ronald Morgan

Ronald Morgan