

Sample Thank you Letter

6525 N. Sheridan Road
Chicago, IL 60626

May 29, 2011

Dr. Diane Johnson
Office of Student Life
Northington Junior College
111 College Road
Northington, Illinois 66111

Dear Dr. Johnson:

Thank you for interviewing me yesterday for the Assistant Program Director position. I enjoyed meeting you and learning more about Northington's student programs.

Even before my interview began, I was very impressed with the welcoming atmosphere at Northington. That experience, along with what I learned in my interview, has strengthened my interest in your position. I feel that my academic and internship experiences have given me unique qualifications that are a perfect match for both Northington and the position of Assistant Program Director. My experiences as an intern in the Office of Student Activities have honed my programming, conflict resolution and organizational capabilities that match the job description perfectly. My experiences as a very active member of various student organizations have made me very enthusiastic for the responsibilities you described. And the very warm, positive atmosphere on Northington's campus matches my reputation as a friendly, positive team player.

I am very interested in your position and in working for the Office of Student Life at Northington University. Please feel free to call me at (312) 555-1212 if I can provide you with any additional information.

Once again, thank you for the interview and your consideration.

Sincerely,

James Joyce