

Sample Thank You Letter

Joe Somebody
123 Main Street
Anywhere, IL 12345
(123) 456-7890
joesomebody@hotmail.com

May 1, 2019

Mr. Alan West, Administrator
Pleasant Valley Community College
500001 South Pleasant Street
Anywhere, IL 12345

Dear Mr. West:

I very much enjoyed meeting with you yesterday and having the opportunity to tour Pleasant Valley Community College. Thank you for taking the time to show me around your campus. I enjoyed learning about the many programs of study offered by your college and feel that I would make an excellent addition to your Admissions staff.

In addition to the qualifications highlighted on my résumé, which matched so closely with the requirements for the position of Admissions Clerk, I was pleased to learn that I would also be able to apply my talents in the area of teaching ESL for your Adult Education department.

I am very interested in this position and would be more than happy to supply you with additional information or return for a second interview.

I can be reached during daytime hours at (123) 456-7890.

I look forward to hearing from you.

Sincerely,

Signature (in ink)

Your Name