

**THANK YOU LETTER SAMPLE 1 - Following a Job Interview**

Jeffery Rucker  
1423 MacArthur Blvd., #45B  
Santa Ana, CA 92705

January 3, 1996

Mr. Robert Ozborn, President  
Multimedia Enterprises, Inc.  
5454 Hendricks Road  
Irvine, CA 92803

Dear Mr. Ozborn:

Thank you for the introduction to your company and for your time on January 2. I was extremely impressed with Multimedia Enterprises and with the overall atmosphere of the organization.

I am confident that my education, skills, and experience provide me with a solid foundation for the position of Production Manager. I am very interested in the position as you described it and feel I could be an asset to your organization.

Again, thank you for the opportunity to meet with you and I look forward to hearing from you.

Sincerely,

(Signature)

Jeffery Rucker

**THANK YOU LETTER SAMPLE 2 - Following an Informational Interview**

Jeanne Morrison  
6315 Wright Road  
Tustin, CA 92680

January 3, 1996

Ms. Janet Pottington, RPT  
9867 Crescent, Suite 210  
La Mirada, CA 90653

Dear Ms. Pottington:

Thank you very much for the opportunity to discuss the field of physical therapy with you yesterday. Your enthusiasm for your work and career has encouraged me to further pursue this field.

Thank you also for referring Ms. Shannon Garcia to me. I have contacted her and will be working in her office as an aide during my final semester of school.

Again, thank you for your time, honesty, and encouragement.

Sincerely,

(Signature)

Jeanne Morrison