

Thank You Letter Examples

Follow up email

Career Fair Follow-up: Calvin Davis

Dear Mr. Smith:

It was great to speak with you at the Central Piedmont Community College Career Fair last week. The Engineering Technician position sounds like an exciting opportunity. I have applied online, and I want to follow up to say thanks and send my résumé.

As I mentioned during our conversation, my education and work experience make me a strong candidate for this position. At the end of this semester, I will finish my associate degree in Mechanical Engineering Technology at CPCC. I already have real world CAD drafting experience in engineering through my Co-op at R.E. Mason (REM), and my grades are excellent. I made the President's List for the past two semesters.

I am truly committed to the field of engineering technology, and I think that Ingersol-Rand is a great company with which to start and continue my career. When you begin interviewing for the Engineering Technician job, please contact me. I look forward to learning more about the position and demonstrating how my qualifications meet your needs. Thank you for your time.

Sincerely,
 Calvin Davis
 56 College Street
 Charlotte, NC 28235
 Caldavis59@isp.net
 704-555-9876 cell • 704-555-2222 home

Thank you email

Thank you: Barnett Interview

Dear Ms. Black:

Thank you for taking the time to meet with me yesterday to discuss the Medical Assisting position in your office. I enjoyed meeting you and your staff. Learning more about the skills and qualifications you are looking for in a medical assistant was extremely helpful.

After meeting with you, I am more excited about the position. I believe that my education and internship experience will fit well with what you are seeking, and my dedication to customer service would be an asset as well. If selected for the position, I am confident that I will make a significant contribution to your office and become a valuable member of your team.

Again, I am very interested in getting this position and working with you and your staff. If you need additional information, please feel free to contact me at 704-888-0022. I look forward to hearing from you soon, and thank you for your consideration.

Respectfully,
 Alex Barnett
 76 Water Street
 Concord, NC 28025
 Alexbar885@email.cpcc.edu
 704-888-0022 cell