

(Sample thank-you letter provided by job.web.com)

Jerry Smith
838 Marian Way
Chapel Hill, NC 27599
(915) 555-1959

Dr. Jean Reaves
Technical Design Group Director
Castle Engineering Systems Inc.
81796 Gulick Road
Charlotte, NC 28235

Nov. 15, 2006

Dear Dr. Reaves:

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

The interview strengthened my enthusiasm for the position and interest in working for Castle Engineering Systems. I believe my education and cooperative education experiences fit nicely with the job requirements, and I'm certain I could make a significant contribution to the firm over time.

I would like to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

Jerry Smith

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