

# THANK YOU LETTER – EXAMPLE

Helen Murphy  
22 Smith Street  
HIGHGATE HILL QLD 4078

4 November 2001

Mr John Doe  
The Manager  
New Company Pty Ltd  
Level 5, 1 New Street  
Victoria Park Qld 4134

Dear Mr John,

It was a pleasure to visit you and to meet the members of your staff on Thursday 1<sup>st</sup> November, 2001. I was pleased with the opportunity to get a closer look at (name of company) and to hear of the many ventures being undertaken.

**2<sup>nd</sup> paragraph** (see suggestions below for possible applicable paragraphs.)

I was most impressed with your organisation, especially in the area of quality control. As I understand, you will contact me within a month regarding further consideration. I look forward to hearing from you soon. Thank you again for the interview.

Yours sincerely

H Murphy

Helen Murphy

*2<sup>nd</sup> Paragraph Example 1. To add information not covered in the interview:*

In reviewing the interview, I was aware that we did not discuss the area of \_\_\_\_\_. I would like to add that my summer employment provided an opportunity for development of some expertise in the \_\_\_\_\_ aspect of \_\_\_\_\_.

*2<sup>nd</sup> Paragraph Example 2. To cover information unsatisfactorily presented in the interview:*

In reviewing the interview, I feel that I did not accurately answer your question about travel, schedule requirements, etc. I may have conveyed hesitancy about travel, or extra working hours or other special considerations. Your subsequent explanations and descriptions of the job helped me realise that I would find the situations mentioned to be acceptable.