

Sample Thank You Letter_

Date

Your address

Your city, state and zip code

Ms. Beth Johansen

Accounting Manager

Lifeline Manufacturing Company

1234 Bottom Line Avenue

Chicago, Illinois 60631

Dear Ms. Johansen:

I enjoyed speaking with you during my interview this past Friday morning. The Staff Accountant position we discussed certainly is a good match with my current career goals.

As we discussed, my part-time position with Walgreens as an Accounting Clerk has provided practical application of my accounting course work at Northeastern Illinois University. In particular, I know the experience gained working with the Assistant Controller will prove to be an asset to Lifeline Manufacturing Company.

I am very interested in this position. If there is any further information that I can provide you with, please call me at (312) 555-1212. Thank you for your time and consideration. I look forward to hearing from you at your earliest convenience.

Sincerely,

Your name