

After the Interview Sample Thank You Letter

7654 Forrest Drive
Denver, CO 23242

November 2, 2000

Thomas F. Harris
Director, Personnel Department
Coastal Products Incorporated
6666 Lakewood Drive
Denver, CO 24252

Dear Mr. Harris:

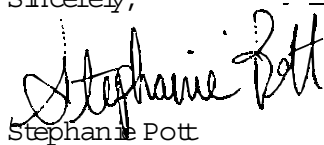
Thank you again for the opportunity to interview for the marketing position at Coastal Products. I appreciated your hospitality and enjoyed meeting you and members of your staff.

The interview convinced me of how compatible my background, interests, and skills are with the goals of Coastal Products Incorporated. My prior marketing experience with the Department of Economics has prepared me to take a major role in developing both domestic and international marketing strategies. I am confident my work could result in increased market shares for Coastal Products Incorporated in the rapidly expanding Pacific Rim market.

For more information on the direct marketing project I mentioned, call Dr. Jones at the Department of Economics; his number is (202) 555-7777. I talked to Dr. Jones this morning and mentioned your interest in this project.

I look forward to meeting you and your staff again.

Sincerely,



Stephanie Pott