

## Thank You Letter Sample

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This is a follow-up letter to an interview or meeting (job, internship or informational). Express your gratitude for the opportunity to speak with them, and reaffirm your interest in the position, career field, referral to additional leads, etc.

### *Thank You Letter Example:*

Dear Mr. Murphy:

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

The interview convinced me of how compatible my background, interest, and skills are with the goals of Pepsi Co. As I mentioned during our conversation, my experience as an Admissions Intern has prepared me well for direct sales opportunities. I am confident my work for you will result in increased profits within the first two years.

If I can be of further assistance in answering additional questions, please do not hesitate to contact me. I look forward to the opportunity of seeing you again.

Sincerely,

Ivana Job