

Sample Thank You Letter for a Job Interview

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August 12, 2004

Ms. Nancy Bengal
Program Director
CARE, USA
1212 George Street
Atlanta, GA 20009

Dear Ms. Bengal:

I would like to thank you for speaking with me today about the available position in the CARE USA Fellowship Program. It was a pleasure to meet you and your staff, and you were very informative in your presentation of the position.

My enthusiasm for the position and interest in working for CARE USA were strengthened as a result of the interview. As we discussed, my experience in the Peace Corps and my various language abilities would be an asset to your program, and I am confident that I would make a significant contribution to the Fellowship Program and CARE USA.

I want to reiterate my strong interest in the position and in working with you and your staff. Please feel free to contact me with any additional questions or concerns about my qualifications. Again, it was a pleasure to meet you and learn more about CARE USA. Thank you for your time and consideration.

Sincerely,

Hodayah Stern