

SAMPLE THANK YOU LETTER

June 1, 2005

Ms. Ellen Humphries
President
Humphries and Associates
999 Plaza West
St. Paul, MN 55103

Dear Ms. Humphries:

I appreciated the opportunity to interview with you yesterday. The information you shared with me about Humphries and Associates was excellent, and I enjoyed meeting your highly competent staff.

As I mentioned yesterday, in addition to strong analytical skills and an ability to manage several project simultaneously, I have much energy and enthusiasm to bring to the position. My experience in finance and ability to learn quickly would enable me to progress steadily through your training program and become a productive member of your team. I am excited about the possibility of applying my education and experience to the position of Financial Analyst at Humphries and Associates.

Thank you for your time and consideration. If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Emily Alcott
54 Brighton Avenue
St. Paul, MN 55112