

909 Walnut Street
Huntington, WV 25000
czwinski@hardknocks.edu

June 27, 2006

Ms. Gladys Friday, Director
Office of Human Resources
Appalachian Trail Conference
799 Washington Street
Harper's Ferry, WV 25425-0807

Dear Ms. Friday:

I want to thank you for interviewing me yesterday, June 26, 2006, for the Assistant Director of Appalachian Trail Conference position.

My enthusiasm has not waned for the position and desire to work for the Conference is even stronger as a result of the interview and tour. Without exception, I enjoyed meeting with you and your colleagues.

I think my education and internship experiences match the job requirements, and I am confident that I will make significant contributions to the Appalachian Trail Conference over time.

Again, thank you for the interview and your consideration. Please feel free to contact me at (304) 555-2222 if I can provide you with any additional information. Meanwhile, I will contact you in two weeks to ascertain the progress of the selection.

Sincerely,

Stanley Czwinski

Stanley Czwinski

Located on the South-West corner of Fifth Avenue and 17th Street, the Career Services Center is staffed with Career Coaches who will help you with this information and other related job search skills. Call (304) 696-2370 for an appointment.

Tips & Observations

- Write the note within 24 hours of the interview! If possible, send letter to everyone who met with you at the interview. If that is impossible, direct the letter to the host or highest ranking person, with a request to extend your appreciation to the entire group. Never address the recipient by their first name.
- Emphasize your interest in the job. Make note of the match between your qualifications and the job requirements. Use the letter to provide or offer additional information not previously given.
- Your note should generally include an introductory paragraph that informs the reader why you are writing to him/her. The following one or two paragraphs should give some background or supporting information. The closing paragraph should wrap everything up and include information about how the interviewer can reach you.
- You should:
 - write your own correspondence.
 - address letters to specific individuals, along with their titles.
 - use high-quality paper and envelopes.
 - keep the letters to one page.
 - avoid extraneous words and rehashing the interview.
 - produce error-free, clean letters.
 - make letters easy-to-read and attractive.
- Keep your letters personal, warm and professional. However, do remember that business letters are formal, not informal, documents.
- Say what you mean directly without a lot of verbiage or redundancy.
- Demonstrate your appreciation of the reader's valuable time.
- Write clearly and simply. Be positive in content, tone, and word choice.
- Unless instructed otherwise, send your letter by regular mail.



One John Marshall Drive ~ Huntington, West Virginia 25755-3102 ~ (304) 696-2370 ~ career-services@marshall.edu ~ www.marshall.edu/career-services

The Career Services Center ■ Marshall University

“Thank You” Notes