



CAREER SERVICES

Thank you note

Example

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May 19, 2012

Ms. LeAnna James, Director
Search Committee Chair
Department of Housing & Residence Life
One John Marshall Dr.
Huntington, WV 25755

Dear Ms. James:

I wanted to thank you and the search committee for the opportunity to interview. Your enthusiasm for your department and students made an incredible impression on me. I am particularly impressed with the extensive tour of your operations and departments.

As we discussed, my previous experience in Housing and Residence Life and advanced classes in counseling would be an asset to your organization and students.

Your time and consideration is greatly appreciated and I appreciate your consideration. If there are any additional questions you need answered, please contact me 304-555-5555.

Sincerely,

John A. Smith

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