

Thank-You Letter

3953 Reggatta Ave.
Chicago, IL 60626

May 2, 200x

Ms. Gradenko
Director of Marketing
Summner & Copeland Recording Company
1220 Summers Ave.
New York, NY 10017

Dear Ms. Gradenko:

I want to thank for interviewing me yesterday for the Assistant Marketing Specialist position. I enjoyed meeting you and learning more about your company.

My enthusiasm for the position and my interest in working for Summner & Copeland Recording Company were strengthened as a result of the interview. I think my education and internship experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the company.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to contact me at 773-555-1212 or r-sanchez@northwestern.edu if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Roxanne Sanchez