

SAMPLE THANK YOU NOTE

Sally Cooper
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Dear Ms. Hernandez,

It was a pleasure to have met with you on July 18th, regarding the Human Resource Assistant position. Reflecting on our meeting and your insight into the role and responsibilities, I truly feel I am a good fit for this position. I would welcome the opportunity to work for the Human Resources department of ABC Corporation of America.

Thank you for your time and consideration of my candidacy.

Sincerely,

Sally Cooper