

## ***Thank you letters can be the deciding factor in you getting the job***

Organization:

Header (same as your resume, references, and cover letter)

Date

Name of person you are writing to

Title of person you are writing to

Company Name

Address

City, State, Zip Code

Dear (name of person you are writing to):

**First Paragraph:** Say when and where you had the interview and thank the employer for his or her time. Write again that you are interested in the position.

**Second Paragraph:** Say what is the most interesting to you about working for this company. Mention again why you are the right person to hire.

**Third Paragraph:** Expand upon a question that was asked in the interview or write another information you were not able to say in the interview. You can also clarify what will happen next in the hiring process.

**Closing paragraph:** Thank the employer again and ask for further communication.

Sincerely,

Your signed name or cursive font (sign your name in black ink)

Your printed name

Frank Simonick  
1564 Connie, Madison Heights, MI 48071  
simonickf@gmail.com - (248) 389-0541

October 22, 2015

Mr. John P. Johnson  
Vice President  
Modern Advertising, Inc.  
555 Tamarack Drive  
Billings, MT 59101

Dear Mr. Johnson:

Thank you for meeting with me last Thursday, October 15<sup>th</sup>, to discuss the position of copywriter at Modern Advertising, Inc. I was quite impressed with the enthusiasm you displayed for your company's future and the helpfulness of your office personnel. Modern Advertising is a company with which I want to be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with the Red Rock Rocket. As I stated at our meeting, I enjoyed the challenge of a competitive environment in which success is based on achievement.

I would also like to mention that since our meeting, I have received the College Reporter's Award for an article of mine published in the Rocket. This is my first national award, and I am very encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing back from you soon.

Sincerely,

(sign your name here)

Frank Simonick