

Sample thank you letter

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POWELL**

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January 9, 2010

Rex Powell
17002 N. Apple Court
Glendale, AZ 85306
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Ms. Kathy Rivas
Global Newspapers, Inc.
4222 California Way
San Francisco, CA 94102

Dear Ms. Rivas,

Thank you for taking the time to discuss the Production Coordinator position for Global Newspapers, Inc. with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that Global Newspapers retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Ms. Rivas, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Rex Powell

Rex Powell