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Thank You Letter Sample

Raymond Granada
P.O. Box 100
Santa Clara University
Santa Clara, CA 95053

November 11, 20XX

Ms. Leslie A. Jones
Personnel Director
Fielder Associates
234 Main Street
Menlo Park, CA 94025

Dear Ms. Jones:

I am writing to say how much I enjoyed our conversation about the Youth Services position which is available in your agency. I am very interested in joining your organization and I believe I have the communication and management skills necessary to make a valuable contribution.

As you pointed out in the interview, the ability to communicate effectively with young people from a wide variety of socioeconomic and cultural backgrounds is an essential requirement of the position. During my part-time work and internship experiences, I had many opportunities to plan and schedule wellness and leadership development activities for adolescents from black, hispanic and white neighborhoods. This allowed me to develop both my management and cross-cultural communication skills.

Once again, let me state that I am very interested in the Youth Services position and feel confident about the contribution I could make to your agency. I look forward to exploring this opportunity further with you. I want to thank you for your time and consideration. I will call you next week to follow up on our interview.

Sincerely,

Raymond Granada