



Samples - Thank You Correspondence

Dear Mr. Reyes,

Thank you for taking the time to speak with me this morning about your experience working as a Transportation Planner with the City of Irvine. I was excited to hear of the variety of responsibilities you have from planning and budgeting, to collaborating with so many colleagues across departments. I will definitely look into the resources you shared with me and will also reach out to Mr. Gomez with the County of Orange Transportation Department soon. I appreciate the great advice and for introducing me to someone within your network.

Thank you again for your time and I look forward to staying in touch.

Sincerely,

Dear Ms. Cho,

Thank you for the opportunity to interview for the Laboratory Assistant position at Allergan. After learning more about the specific projects and responsibilities, I am very eager to bring my laboratory experience and analytical skills to help you with ongoing and future projects. As mentioned, having worked at the Beckman Laser Institute & Medical Clinic last summer, I have been successful in working collaboratively with other colleagues under tight deadlines while maintaining a high attention to detail.

Please let me know if you need any additional information as you are making decisions. Thank you again for your consideration and I look forward to hearing from you soon.

Sincerely,