

Sample Thank-you Letter

3420 Last Tree Lane
DeLand, FL 32720
386-555-0345

Mr. Gary Barnett
Verizon Communications, Inc.
3407 W. MLK Jr. Blvd.
Tampa, FL 33607

Dear Mr. Barnett,

Thank you for taking the time to meet with me at the Central Florida Career Fair today. I certainly appreciate your time and attention in the midst of so many students seeking jobs.

You were extremely thorough in explaining Verizon's customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am even more sure that I would be an asset to your team and to Verizon.

My solid education from Lakeland University's Marketing Department and the fact that I have worked my way through college show a work ethic and determination, two qualities you said were important to success at Verizon.

I look forward to an opportunity to visit Verizon's Tampa office and speak to you further about the trainee program. I will contact you next week to arrange an appointment.

Thank you again for your time and consideration.

Sincerely,

Rebecca Leddyfern