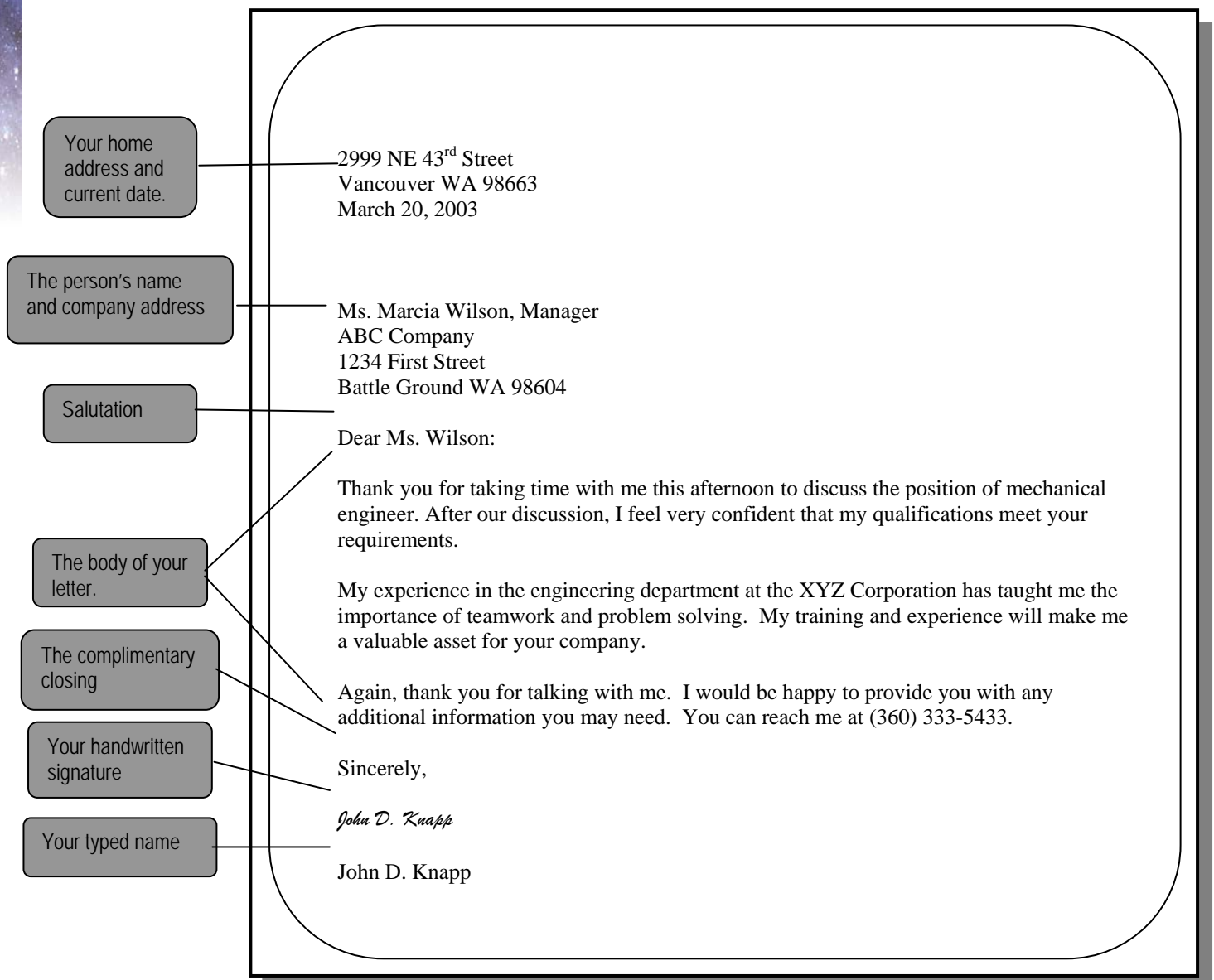


Sample "Thank You" Letter

For Your Portfolio: Write a sample or real thank you letter.

Each time you have an interview, you need to send a thank you letter to the interviewer. Your thank you letter should be written within a day of your interview. It should include the following components:

- ◆ your address and phone number
- ◆ current date
- ◆ interviewer's name, title, and address
- ◆ greeting
- ◆ your interest in the specific job
- ◆ appreciation for the time spent with you
- ◆ short paragraph about your qualifications for the job
- ◆ information on how the interviewer can reach you
- ◆ closing, including your signature



Note: Modify the above Thank You Letter when writing to people who wrote letters of recommendation.

