

Resume heading
can be used.

CANDACE A. SMALLWOOD

Campus Address:

WSC, Berry Hall #254
Wayne, NE 68787
(402) 375-0000
e-mail: csmall@willy.edu

Permanent Address:

6000 Oakwood Lane
Sioux City, IA 51102
(712) 277-0000

Today's Date

Mr. Jack Bean
Manager of Human Resources
Atlantic Coast Industries, Inc.
2900 Virginia Beach Boulevard
Virginia Beach, VA 23464

Dear Mr. Bean:

Thank you for interviewing me for the Computer Technician position. I enjoyed meeting you and learning more about Atlantic's Computer Department.

My enthusiasm and interest in working with your team were strengthened as a result of the interview. As we discussed, the programming and technical skills gained through my education and Cooperative Education experience will allow me to make a significant contribution to your organization.

Please call me at (402) 375-0000 if I can provide additional information. I look forward to hearing from you. Again, thank you for your time and consideration.

Sincerely,

Sign the letter.

Candace A. Smallwood

TIPS:

- Thank you letter should be sent to employer within 48 hours of interview.
- Use Arial or Times New Roman Font, size 12.
- Top margin should be 1 inch and side margins 1 to 1 ½ inches. Center body of letter (Equal space before date and after your signature line.)
- Address the letter to the person with whom you interviewed. (Include name, title, business, and complete mailing address.)
- Express appreciation for the opportunities to interview, tour the business, etc.
- Show continued interest in the position and company.
- Re-emphasize your most important skills and how you expect to contribute to the business.
- Close with a comment about future contact with the employer.