

Heading can
match your
resume

CONNIE COUNSELOR

Campus Address:

WSC, Neihardt Hall #222
Wayne, NE 68787
(402) 375-0000
e-mail: ccounselor@willy.edu

Permanent Address:

400 South Maple
Norfolk, NE 68701
(402) 379-5555

Today's Date

Ms. Janice Roads, Director
Hope House
55 Browerton Road
Little Falls, NJ 07000

Dear Ms. Roads:

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.

Thank you for interviewing me for the Rehabilitative Counselor's internship. I enjoyed meeting you and learning more about Hope House.

My enthusiasm and interest in working with your team were strengthened as a result of the interview. As we discussed, the communication and counseling skills gained through my education and employment experiences 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.

Connie Counselor