

Your Name
Address and Contact Information

Sample Thank-You Letter

Date

Name

Address

City/State/Zip

Dear (Name):

I would like to thank you, most sincerely, for taking the time to interview me today for the (Social Media Specialist) position that has opened with Acme Corporation. It was great to meet you and your team, and I truly enjoyed learning about your current marketing program and touring your office.

I was impressed by the opportunity to be your next Social Media Specialist and will have to build a strong, rebranded presence for Acme Corporation on Facebook, Twitter, Instagram, and LinkedIn. As we discussed, my experience includes building a network of 5K Facebook followers for J.C. Enterprises within three months, ghostwriting LinkedIn posts for the CEO of Union Industries that attracted, on average, over 350 “share” each, and helping the owner Jenny’s Bling to become a major influencer in her industry.

Please know that, although I have been a student for the last five years and have had jobs, I am eager to begin my career with your company. I am invigorated and inspired to be considered for the position.

If I can provide any additional information to help with your decision-making process, please let me know. I look forward to hearing from you soon.

Sincerely,

(Your Signature)

Your Name