

Sample Thank You Letter

Student Name

Box 111 ♦ Chatham University ♦ Woodland Road ♦ Pittsburgh, PA 15232
Home: 222-222-2222 ♦ sname@chatham.edu

May 12, (insert year)

Ms. Kara Snyder
Studio Art Coordinator
Pittsburgh Center for the Arts
1047 Shady Avenue
Pittsburgh, PA 15232

Dear Ms. Snyder,

Thank you very much for the opportunity to interview with you for the Gallery Assistant position at the Pittsburgh Center for the Arts. I enjoyed meeting you and learning more about your community and exhibit projects.

My enthusiasm for the position and my interest in working for the Pittsburgh Center for the Arts were strengthened as a result of the interview. I believe that my education and internship experiences fit well with the job requirements, and I am sure that I will make a significant contribution to your organization.

I would like to reaffirm my strong interest in the position and in working with you and your staff. Please contact me at 222-222-2222 if you would like any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Chatham Student

Chatham Student

Make your thank you letter warm and personal, and use it as an opportunity to:

Express sincere appreciation;

Reemphasize your strongest qualifications (draw attention to the good match between your qualifications and the job requirements);

Reiterate your interest in the position;

Use this opportunity to provide supplemental information not previously given;

Restate your appreciation.