

Career Services

Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938
217-234-5288

September 12, 2007

Ms. Debbie Jones
Human Resource Manager
Target Company
1234 Sample Street
Mattoon, IL 61938

Dear Ms. Jones:

(In the first paragraph, state the position you interviewed for and when you interviewed.)

Thank you for interviewing me on August 20th for the position of Web Developer.

(In the second paragraph, state points you forgot to mention during the interview and/or reiterate points made during the interview.)

Since interviewing and discussing this position with you, I am even more excited about the possibility of working for your company. The challenges and demands of the position fit well with my education, experience and personal characteristics. I would like to mention that I also have experience working with another non-profit organization. While attending Lake Land College, I completed a three month internship developing a web site for a non-profit company. This experience gave me insight into the culture of non-profit organizations and the obstacles they face. I welcome the opportunity to face those challenges and help your non-profit organization make a difference in the lives of others.

(In the third and last paragraph, state your appreciation for their time and how you can be reached.)

Thank you, again, for your time and consideration. I enjoyed our meeting and look forward to serving your organization in the future. During business hours, I can be reached at (217) 234-5288.

Respectfully,

Career Services