

**SAMPLE THANK YOU LETTER AFTER AN  
INTERVIEW**

**JOHN BELL**  
34 Meadow Brook Circle  
Blueridge, New Jersey 09807  
(201) 693-4532

November 19, 1988

Mr. Sandy Morgan  
MBI Corporation  
15 Interstate Drive  
Blueridge, New Jersey 09807

Dear Mr. Morgan:

I enjoyed meeting you and discussing the supervisory position in the shipping department.

This position really interests me since I am an experienced supervisor with five years of direct experience in warehouse planning and shipping.

Again, thank you for the time you spent interviewing me. I will call you early next week to find out where you are in the interviewing process and to answer any additional questions you might have about my qualifications.

Sincerely,

John Bell