

SAMPLE THANK YOU LETTER

Joseph Phillipe
1700 Dogwood Mile
Laurinburg, NC 28352
910-555-5555

May 22, 20xx

Ms. Elizabeth Roberts
Director Campus Recruiting Duke Energy
1225 Robinson Ave
Charlotte, NC 28209

Dear Ms. Roberts,

I want to thank you for the opportunity to interview with Duke Energy for the District Sales Representative position. I enjoyed meeting you and learning more about the position.

I would like to stress my interest in the position and my enthusiasm for working with Duke Energy. I believe my education and internship experience in the marketing and sales industry fits ideally with the job requirements outlined. I feel that I could make a significant contribution to your company.

Thank you again for your time and consideration. If you have any questions, please feel free to contact me at 910-555- 5555 phillipej@sa.edu. I look forward to hearing from you soon.

Sincerely,

Joseph Phillipe