

Sample Thank You Letter

Clarissa Reyes
2669 Oak Glen
Irvine, Ca 92614
(949) 735-5623

Theodore Williams
Embassy Suites
5688 Main Street
Irvine, Ca 92614

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Dear Mr. Williams,

Thank you for taking time to interview me today for the Manager position. I very much enjoyed meeting you to discuss my customer service and management skills in more detail.

After our interview, I am more convinced my qualifications and skills are compatible with the goals of the organization. I have had over three years of previous customer service skills experience and spent the last year as a manager. During that time, I increased my knowledge in the area of customer relations, problem solving, and budget control. In addition, I have developed effective communication skills, and increased my ability to efficiently supervise a team. This experience has prepared me for a management position within your organization. I assure you I will give you my best effort in contributing to the success of Embassy Suites.

Once more thank you for the interview and I look forward to hearing from you. If you need additional information, please don't hesitate to contact me at (949) 735-5623 or email Reyes05@hotmail.com.

Sincerely,

Clarissa Reyes