

SAMPLE THANK YOU LETTER

Dell Mistro
4 Spartan Street
Punta Gorda, FL 33950
(941) 255-7500
dmistro@hotmail.com

Heading or Contact Information

September 1, 2006

Employer's Name
Professional Title
Organization Name
Mailing Address
City, State and Zip Code

Adam Sparton, Coordinantor
Appreciation Dental Clinic
6 Collingswood Drive
Port Charlotte, FL 33952

Remind them of who you are
and what position you
interviewed for

Dear Mr. Spartan:

Professional Salutation

Thank you for interviewing me Friday, December 19, 2005 for the Dental Assistant position. I was very impressed with the description you provided of your organization, and I excited about the prospect of working for you..

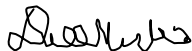
"I should have said..." Remind them why you are the best candidate for the job.

My qualifications are well matched with the position we discussed, and I have a real interest in this field of dentistry. My 660 hours of clinical experience through Charlotte Technical Center's Dental Assistant Program specifically with 120 hours in a periodontal office, and the excellent interpersonal skills I posses are among my strongest attributes. They would certainly enable me to make a valuable contribution to the Appreciation Dental Clinic.

Follow up information

I would appreciate the opportunity to meet with you to discuss how my experience can best meet your needs. If you would care to arrange an interview, I can be reached at (941) 255-7500. Thank you for your consideration.

Sincerely,



Always sign the letter

Dell Mistro