

# Sample Thank You Letter after an Interview

Trisha Sinclair  
1432 W Forest Home Ave.  
Milwaukee, WI 53204  
(414) 444-4444

April 30, 2016

Iris Narajaya  
Hiring Manager  
Green Cafe  
14 Polygon Avenue  
Milwaukee, WI 53204

Dear Ms. Narajaya:

Thank you for meeting with me this morning to discuss the part-time Server position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

This job feels like a very good match between my skills and the requirements of this job. As we discussed, I have strong customer service and mathematics skills, which will help me greatly in this role; and as a frequent customer of the Green Café, I am already familiar with the menu and other wait staff.

Again, thank you for considering me for this exciting opportunity. As you requested, I'm enclosing a list of professional references. Please let me know if you have any questions or concerns or need more information. Thank you for your time, and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trisha Sinclair', with a long horizontal line extending to the right.

Trisha Sinclair