

Thank You Note – After an Interview

May 12, 2010

Dear Mr. Johnson,

I am writing to thank you for taking time to talk with me on Monday about the Public Relations Coordinator position available at Gourmet to Go!

As I mentioned in the interview, I'm very interested in the position and believe my five years' experience in the catering and hospitality business will enable me to make an immediate contribution to your team. I am also confident that I could readily adapt to the company's efforts and priorities. I eagerly look forward to the challenge.

Thank you for your interest and consideration; I look forward to hearing from you soon.

Sincerely,

Leanne Planner