

# Thank You Letter Templates

60 Haven Avenue, Apt. 2D  
New York, New York 10032  
September 17, 2000

Melissa Brown  
Recruiting Manager  
Porter/Novelli  
1675 Broadway, 18<sup>th</sup> floor  
New York, New York 10019

Dear Ms. Owens:

I enjoyed meeting with you and your colleagues yesterday when I interviewed for the marketing position at Porter/Novelli. I was particularly impressed by the diversity of the firm's engagements and the credentials of the staff members with whom I met.

My interviews served to confirm my interest in a career in social marketing at Porter/Novelli. Although we did not have ample time to explore my undergraduate work experience in great detail, I am confident that my years at D'Arcy Masius Benton and Bowles will prove invaluable to the firm in assessing the feasibility of national media campaigns.

I remain excited about the possibilities at Porter/Novelli and look forward to hearing from you in the near future regarding my status. If there is additional information that I can provide, please contact me at 212.305.1688.

Cordially,

Katherine Jones

KJ/

525 West 96<sup>th</sup> Street  
New York, New York 10027  
August 16, 2000

Diane Owens  
Recruiting Manager  
Family Health International  
2101 Wilson Boulevard  
Fairfax, Virginia 22203

Dear Ms. Owens:

I enjoyed meeting with you and your colleagues yesterday when I interviewed for the policy analyst position at Family Health International. I was particularly impressed by the level of commitment to family health demonstrated by the staff, in both their work and non-work endeavors.

My interviews confirmed my interest in the policy analyst position at Family Health International. Although we did not have ample time to explore my relevant personal interests, I am confident that my extensive travel in Asia and Latin and South America and my exposure to national family health policy and program implementation in these cultures will prove invaluable in assisting Family Health International to research and benchmark policy on the critical issues in international family health.

I continue to be interested in the policy analyst position at Family Health International and look forward to hearing from you in the near future regarding my status. If there is additional information that I can provide, please contact me at 212.854.5612.

Sincerely,

Susan Hirano

SH/

600 Fort Washington Avenue  
New York, New York 10032  
September 15, 2000

Richard Miles  
Recruiting Manager  
New York City Department of Environmental Protection  
1675 Broadway, 18<sup>th</sup> floor  
New York, New York 10019

Dear Mr. Miles:

I enjoyed meeting with you and your colleagues yesterday when I interviewed for the compliance position at the New York City Department of Environmental Protection. The comprehensive nature of the department's outreach as well as the credentials of the staff members with whom I met were impressive.

My interviews served to confirm my interest in a career in regulatory compliance at the Department of Environment Protection. Although we did not have ample time to explore my experience at Phillips Nizer in great detail, I am confident that my in-depth knowledge of the EPA regulatory compliance filing process will prove invaluable to the department in its benchmarking activities.

I look forward to hearing from you in the near future regarding my status. If there is additional information that I can provide, please contact me at 212.305.1121.

Cordially,

Thomas Brown

TB/

650 Fort Washington Avenue  
New York, New York 10032  
October 1, 2000

Diane Smith  
Recruiting Manager  
CSC Healthcare  
1675 Broadway, 18<sup>th</sup> floor  
New York, New York 10019

Dear Ms. Smith:

I enjoyed meeting with you and your colleagues yesterday when I interviewed for the consultant position at CSC Healthcare. The content of the training program is comprehensive. I understand why it is considered the premier training program in the industry.

My interviews served to confirm my interest in the consultant position at CSC Healthcare. Although we did not have ample time to explore my hospital experience in great detail, I am confident that my years as a departmental administrator at San Francisco General Hospital coupled with my medical training will prove invaluable to the firm in identifying and assessing the critical strategic and operational issues facing major metropolitan area hospitals in New York State.

I remain excited about the possibilities at CSC Healthcare and look forward to hearing from you in the near future regarding my status. If there is additional information that I can provide, please contact me at 212.305.6590.

Cordially,

Jason Martinez

JM/

90 Haven Avenue, Apt.3C  
New York, New York 10032  
July 30, 2000

Miriam Lane  
Recruiting Manager  
Bristol-Myers Squibb Company  
345 Park Avenue  
New York, NY 10154

Dear Ms. Lane:

I enjoyed meeting with you and your colleagues yesterday when I interviewed for the biostatistician position at Bristol-Myers Squibb. I was particularly impressed by the breadth and depth of experience of the staff members with whom I met, and their willingness to share their expertise.

The interviews heightened my interest in the position in biostatistics at Bristol-Myers Squibb. Although we did not have ample time to explore my teaching assistant experience at the School of Public Health in detail, I am confident that the platform and written skills that I refined will prove invaluable when I am called upon to present the results of my data analysis.

I welcome the opportunity to become a member of the Bristol-Myers Squibb team and look forward to hearing from you within the next two weeks. If there is additional information that I can provide, please contact me at 212.305.1597.

Cordially,

Denise Simone

DS/

300 West 110<sup>th</sup> Street, #1B  
New York, New York 10027  
February 27, 2001

Dr. James Nelson  
Personnel Officer  
Department of Health and Mental Hygiene  
2000 Rockledge Pike  
Baltimore, MD 21201

Dear Dr. Nelson:

It was a pleasure to meet with you to discuss my career goals during the annual American Epidemiological Society meeting earlier this month. It is clear that my competencies are a good match for the Epidemiologist position currently available at the Department of Health and Mental Hygiene, and I will remain in contact with you in the coming months in the hope that a similar position will be available in August.

In the interim, I will follow your suggestion and contact the individuals at the National Institutes of Health to whom you referred me. The opportunities at NIH that you described to me are appealing. However, since I am more committed to public service than to research, a career with the Department of Health and Mental Hygiene remains my first choice.

I look forward to continued discussions in the near future. Thank you for your consideration and your wise counsel.

Sincerely,

Hyung Lim

HL/