

## Sample Thank You Letter

123 Main Street  
Elgin, IL 60120  
December 22, 2011

Ms. Jane Smith  
Human Resources Director  
XZY Company  
456 State Street  
Chicago, IL 60123

Dear Ms. Smith:

Thank you very much for the opportunity to interview for the call center representative position yesterday. The interview was informative and confirmed my desire to work within your excellent organization.

As we discussed, you are looking for someone that can come in and “hit the ground running.” With my three years experience in customer service in a high-volume call center setting, I believe that I am that person. During my employment at ABC Company I was called on to handle difficult customers and had a proven record of retaining customers. This experience combined with my strong service orientation and belief that “the customer is always right” has well prepared be for a career in this industry.

I am very interested in this position and I am available for a follow-up interview at your convenience. Please feel free to contact me if I can be of any further assistance. I can be reached at any time at 847-555-1234.

Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,

*Fred Jobseeker*

Fred Jobseeker