

# Augusta Technical College Career Services Sample - Thank You Letter

A simple thank you letter will help you stand out from the competition.

Prepare the letter in a proper format to give it a professional look.

Don't forget your return address.

If possible be sure to get a business card with the interviewer's name, title and correct address. This will help you to personalize the letter.

Remind them of the job for which you interviewed, especially if the company is very large.

Make comments that mention the details of the interview. Be sure to demonstrate your knowledge of their needs.

End on a positive note! Do not forget to include your telephone number.

Sign your name in ink!

**Questions? Contact Career Services**  
1300 Building  
706-771-4017  
706-771-4146  
[www.augustatech.edu/careers/students](http://www.augustatech.edu/careers/students)

Your Name  
Your Address  
Augusta, GA 30906

August 9, 2008

Mr. Joe Smith, Attorney at Law  
Smith, Lane, and Jones  
1159 Employer Lane  
Augusta, Georgia 30906

Dear Mr. Smith:

I want to thank you very much for interviewing me yesterday for the Paralegal position. I enjoyed meeting with you and discussing the position in further detail.

My enthusiasm and interest in the position were strengthened as a result of the interview. In talking with you, I understand that the environment is fast-paced and that good customer service skills are critical. As mentioned in the interview, I have over three years of experience working in customer service for which I have received company awards and recognition. My education and training from Augusta Technical College also fits perfectly with the job requirements.

I would like to express a sincere interest in being a part of your staff. I am confident I would make an important contribution to your organization. Please feel free to contact me at 706-793-1234 for further information.

Again, thank you for the interview and your consideration.

Sincerely,

*Claire Can Worke*

Claire Can Worke