

**SAMPLE THANK-YOU LETTER**

**Jane Smith**

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507.335.4621

November 19, 2007

Jan Nagle  
Store Director  
American Eagle  
Minneapolis, MN 55607

Dear Dr. Nagle:

Thank you for interviewing me on November 18, 2007, for the retail manager position. It was enjoyable meeting you and learning more about your research and design work.

The interview strengthened my enthusiasm for the position and my interest in working for American Eagle. My extensive coursework in Retail Merchandising would fit nicely with the job requirements, and I am certain I could make a significant contribution to your firm.

I would like to reiterate my interest in the retail manager position and in working with you and your staff. Your company provides the exact type of opportunity that I wish to pursue. Please call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

Signature  
Jane Smith