

Thank You Letters

JILL JONES
12 Anywhere Blvd.
Toronto, ON L9M 8J0
(905) 555-0000
jilljones@humbermail.ca

August 11, 2009

Phillip Smithers, Manager
ABC Corporation
1 Industry Plaza
Toronto, ON M1R 2Z7

Dear Mr. Smithers:

Thank you very much for taking the time yesterday to interview me for the administrative position. After reviewing your comments about the job requirements, I am sure that I can make a considerable contribution to your company.

Since you are going to reach a decision quickly, I would like to highlight the following skills, which I feel qualify me for the position:

- Professional, organized and mature
- Proficiency in MS Word, Excel, Outlook and Access
- A flexible work attitude

I am looking forward to hearing from you in the near future. Being part of your team is an enticing prospect. Please be assured that I am ready for an immediate start date.

Yours truly,

Jill Jones

August 11, 2009

Jeff Scoffield
Parks and Recreation
Timberland Trail
Mississauga, ON L4E 5R5

Dear Mr. Scoffield:

Thank you so much for the opportunity to interview for the Project Manager position. It was a pleasure to meet some of the staff within your department. The information you provided, about the programs already in progress, was very helpful for finding out more about your goals and direction.

I look forward to hearing from you regarding a follow up interview, and further discussing how my skills and qualifications match your requirements.

Sincerely,

Joan Sloan