

Thank You Letter

JILL PILL

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August 30, 2011

Phillip Smithers
Manager
ABC Corporation
1 Industry Plaza
City, ON 1M2 3N4
(416) 555-8888

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 points, which I feel qualify me for the position:

- Professionalism, organization and maturity
- Proficiency in MS Word, Excel, Corel WordPerfect 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 exciting prospect. Please be assured that I am ready for an immediate start date.

Yours truly,

Jill Pill

IRIS WHITE
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February 22, 2011

Gayle Baron, Administrator
Early Detection Health Care
23 Main Street
City, ON K1N 4B7

Dear Gayle,

Thank you very much for inviting me to the interview for the Health Care position. Getting to know you, the corporation, and the challenges of the position was very enjoyable.

Please keep my name in mind for the next group of interviews. Along with my experience in the hospital environment, I am familiar with the home care trend in the industry. I am confident that you would be happy with my knowledge, energy, maturity, and teamwork skills.

As discussed, please contact me after 6:00 any evening or leave a message on my machine.

Sincerely,

Iris White

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August 3, 2011

Ms. Nancy Rawlings
Research Pharmaceuticals, Inc.
Department 796
211 Carnegie Center
City, New Brunswick
K2E 3W4

Dear Ms. Rawlings:

Thank you for acknowledging receipt of my resume. I look forward to the opportunity of meeting with you to discuss this position in greater detail.

Your company's research commitment and product quality impresses me. I have been marketing and retailing the ostomy and urological products from your HealthTek Division for the past two years. I am certain that I would be an effective representative for your company.

The recent completion of my certificate in Health Management from the Denver School gives me added confidence for broadening my business responsibilities and becoming a top-notch sales representative for Research Pharmaceuticals.

Sincerely,

Susan Ottinger