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Thank You Letter On-Campus Interview Example

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November 6, 20XX

Ms. Jane Doe, Human Resource Manager
Dream Corporation
123 Main Street, Anytown, TX 70001

Dear Ms. Doe:

Thank you for interviewing me for the _____ position at The University of Texas at Arlington on September 20, 20XX. It was a pleasure meeting you and discussing employment opportunities at Dream Corporation. I continue to be very enthusiastic about the Financial Analyst position and look forward to actively pursuing this opportunity.

After attending Dream Corporation's evening presentation and speaking with you, I am even more interested in the position. I am eager to make a positive contribution to your team. My education, cooperative education experience, and strong financial management and customer relations skills have fully prepared me to succeed with little training in this entry-level position in your organization. I am confident my leadership abilities and strong work ethic will allow me to contribute to the teamwork spirit at Dream Company.

Per your request, I have enclosed my transcript and three references along with their contact information. If you need further information, please do not hesitate to contact me immediately. Again, I thank you and look forward to working with you in the future.

Sincerely,

Michael C. Maverick

Enclosures:
Transcript
References