

THANK-YOU LETTER SAMPLE

University of Kentucky Stuckert Career Center | 408 Rose Street | (859)257-2746 | www.uky.edu/careercenter

5555 Westview Road
Lexington, Kentucky 55555

August 1, 2024

Ms. Terry Smith, Director
Bluegrass Resource Group
555 Any Road
Frankfort, KY 55555

Dear Ms. Smith:

I want to express my appreciation for the opportunity to interview with you for the Data Analyst position. I am very interested in this position and believe that, with my overall qualifications and experience, I could make a significant contribution to your market research team and to Bluegrass Resource Group as a whole. This position sounds like an exciting and challenging opportunity, and I want to reaffirm my strong interest.

I was particularly interested in the customer surveys you are planning to conduct over the next year. As I mentioned, I recently completed a similar project where I designed a survey instrument that is now being used on a regular basis to measure customer satisfaction. I believe my experience and expertise gained from this assignment would be especially beneficial in developing an effective tool to meet your needs.

Thank you again for your time and I look forward to hearing from you soon. I can be reached at 555-555-5555

Sincerely,

Jessica Sample

Jessica Sample

THANK-YOU LETTER SAMPLE (EMAIL)

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Thank you again for your time and I look forward to hearing from you soon. Please don't hesitate to contact me at 555-555-5555 if you need further information.

Sincerely,

Jessica Sample

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