

Example – Thank-you Letter

Adam Speller
Pickering, Ontario
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July 7, 2007

Mr. Montgomery
Human Resource Manager
Pickering Nuclear Plant
1550 Kingston Road
Pickering, Ontario
L1C 1V3

Mr. Montgomery,

Paragraph 1. Thank the individual for the interview. State the date of your meeting and the position. Mention one or two things that the interviewer and you discussed during the interview.

Thank you for meeting with me on Monday to discuss the Nuclear Technician position. I enjoyed discussing the Pickering Nuclear Plants values, mission and standards with you and feel that those aspects best match my qualities and skills.

Paragraph 2. Briefly share something about your unique qualifications that will provide a good match and help the company. You may also provide any relevant information, which was not mentioned in the interview.

My prior nuclear technician and nuclear evaluation experience enables me to handle high-pressure situations in a fast and efficient manner. I always maintain a professional attitude and believe it is important to make my career my top priority.

Paragraph 3. Reaffirm your interest in the position and the company and restate your appreciation for the interview.

I would like to thank you once again for the time you took to speak to me on Monday, it was greatly appreciated. I look forward to hearing from you at your earliest convenience. I can be reached at (905) 777-7777.

Sincerely,

Adam Speller

