

## TCSS Capstone Project Sample Thank You/Follow-Up Letter

Directions: Use the sample interview follow-up letter below to assist in constructing your own letter for your Capstone portfolio. Make sure that your letter includes each of the following:

1) thank the person for meeting with you, 2) mention something you liked about the interview or company and 3) repeat your interest in the opportunity.

Your Address

Your City, GA 30240

(555) 555-5555

Your.name@gmail.com

Date

Name of Intended Reader

Address

City, GA 30240

Dear \_\_\_\_\_:

Thank you for taking the time to speak with me yesterday about the \_\_\_\_\_ position with \_\_\_\_\_.

It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company. After our conversation, I am confident that my skills and experiences are a great match for this opportunity.

I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Sincerely,

Your Name [signed]

Your Name [typed]