



Sample Thank You Letters
MULTIPLE INTERVIEWS

Jill Somebody
454 West 96th Street
New York, NY 10027

October 3, 2004

Thomas Bozley, Director
Counseling Center
Manhattan University
67 Broadway
New York, NY 10012

Dear Mr. Bozley,

It was a pleasure meeting with you and your colleagues on Wednesday, October 2nd. I appreciate you taking time out of your busy schedule to discuss the Office Manager position available with Manhattan University's Counseling Center.

I would like to reiterate my interest in working as a member of the Counseling Center's team. The Office Manager position we discussed matches my desire to work in an administrative capacity in a diverse urban setting. This will allow me to combine both my professional and academic experience.

Please relay my appreciation to your colleagues for taking the time to meet with me as well. I look forward to hearing from you soon. I can be reached at work (212) 876-7135 or at home (212) 889-2208.

Sincerely,

Jill Somebody