



Sample Thank You Letter

November 2, 20**

Mr. Geoffery Grant
Advertising Manager
Martin Creative
2255 West Broad Street
Columbus, OH 43210

Dear Mr. Grant,

Thank you for meeting with me on Monday, November 1st to discuss the position of Assistant Advertising Manager at Martin Creative. I was very impressed with the energy of your team and their enthusiasm about the agency's future. Learning about your recent media campaign for the American Cancer Society was exciting and demonstrated the agency's innovative approach to advertising.

Based on our conversation and the qualifications needed to succeed in this position, I am confident my background is an excellent match. My ability to work under pressure and meet deadlines has already been proven during my internship with Fahlgren Mortine. As I stated during the interview, I enjoy the challenge of a fast-paced environment where success is based on both individual and team achievement.

Thank you again for considering me for this position. I look forward to hearing from you soon.

Sincerely,

Haley Hanby