Thank You Letter

Jacob Running Crane
13621 Hwy 200
Lincoln, MT 59888

Your name and full address.

January 18, 2010

Ms. Janice Thompson
Lincoln Parks Department
1001 Lincoln City Ct
Lincoln, MT 59888

Interviewers name and full address.

Dear Ms. Thompson:

Greeting

Thank you for the opportunity to discuss your opening for a lifeguard. It was a pleasure meeting you on Thursday and learning more about the position and the City Parks Department. I was impressed with the projects that Highwater Pool is developing and with your plans for the park's growth.

I am enthusiastic about the possibility of working for you at Highwater Pool. The position sounds like a perfect match for my skills and experience. Please contact me at 406-555-5555 if you have any questions. I look forward to hearing from you soon.

Sincerely,

Jacob Running Crane

Closing and your typed name

Include your phone number for any further questions

Thank the interviewer and share something you learned