

Sample Letters

Thank you
Job Interview

125 College Avenue
Ithaca, New York 14850
May 15, 2009

John R. Lawrence, Vice President
Reed Parker and Lehman Investments
30 Wall Street, 17th Floor
New York, New York 10022

Dear Mr. Lawrence:

I thoroughly enjoyed meeting with you and your staff yesterday when I interviewed for the financial analyst position. The discussions were highly informative, and I was impressed with the planned addition of a mentoring component to the training program. This is precisely the kind of training program I am seeking.

My visit strengthened my interest in the financial analyst position and my enthusiasm for working at Reed Parker and Lehman. I believe that my major in economics, my leadership position in the student business association, and an internship with Goldman Sachs last summer have prepared me to make a significant contribution.

As you requested, I am enclosing a summary of the research project I completed in a course in financial economics. Please do not hesitate to call me at (607) 269-1824 if I can provide additional information. I look forward to hearing from you soon. Thank you again for your time and the courtesy you extended to me.

Sincerely yours,



Wendy Peterson

Enclosure: Research Project Summary