

Thank-You Letter (Modified Block Format)

2913 Baxter Rd.
Virginia Beach, VA 23465
January 25, 2004

Mr. Foster Walker
Director, Editorial Services
Atlantic Publishing
1220 Warwick Ave.
Newport News, VA 23607

Dear Mr. Walker:

I want to thank you very much for interviewing me yesterday for the associate editor position. I enjoyed meeting you and learning more about your publications.

My enthusiasm for the position and my interest in working for Atlantic Publishing were strengthened as a result of the interview. I think my education and internship experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to contact me at 804/685-5555 or r-rameriz@aol.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Richard Rameriz

Cited from: Job Choices for Business and Liberal Art Students, 47th edition, 2004