

Sample Thank You Letter

July 23, 2008

Lisa T. Crampton  
1001 Buckeye Lane  
Toledo, OH 43506

Ian MacGregor  
Superintendent  
Defiance City Schools  
629 Arabella Street  
Defiance, OH 43512

Dear Mr. MacGregor:

Thank you for the time you gave me this morning. The position of history teacher is of great interest to me. After talking with you and visiting with the faculty, I am very enthusiastic about the prospect of joining your staff. The positive climate and the dedication to the academic progress and self-esteem of each student are readily apparent.

One point not brought out in our interview which may be of interest to you is my recent completion of a workshop focused on preparing students for university entrance exams. Ms. Medina mentioned the need for such information at Defiance.

With my experience, accomplishments, and passion for educating, I feel confident I can contribute to the development of the history curriculum and positive learning activities of Defiance High School.

It was a pleasure to meet you and the superior staff at Defiance High School. Please feel free to contact me at 419.123.4567 if I can provide any additional information.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Lisa T. Crampton