**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Hiring Manager’s Name],**

Hi Jessica,

Thank you for taking time out of your busy day to interview me for the research assistant position. It was a pleasure meeting you, and I thoroughly enjoyed learning more about the opportunity to become part of your team.

I would be an asset to your company because of my strong research, data entry, and writing skills. As we discussed in the interview, my work at the University Library introduced me to the foundations of scholarly research. At the same time, my experience as a writing tutor at the University Writing Lab expanded my writing and proofreading abilities. If given the opportunity, I’m confident that my knowledge and skills will be a great fit for this position. I’m very interested in this position, and I look forward to discussing this opportunity with you soon.

Thanks,

**[your signature]**

Randy    
**[1234 Street Address]**

**[City, State, Zip]**