**THANKYOU LETTER**

**[Today’s date]**

Dr. Craig Foster, Director  
Technical Design Group  
Raleigh Engineering Systems, Inc.  
1357 Sedgwick Avenue  
Newport, VA 23607

Dear Dr. Foster

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work. My enthusiasm for the position and my interest in working for RES were strengthened as a result of the interview. I am confident my education and cooperative education experiences fit perfectly with the job requirements, and I am sure that I could make a significant contribution to the organization. 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 (608)555-1234 or kjohnson@wisc.edu if I can provide you with any additional information.

Again, thank you for your time and consideration.

Sincerely,

**[your signature]**

Chris Johnson