

POST-INTERVIEW THANK YOU LETTER

201 North Neil Street
Champaign, IL 61820

February 28, 2011

Ms. Jane Doe, Director of Personnel
Urbana School District 116
1602 S. Anderson St.
Urbana, IL 61801

Dear Ms. Doe:

Thank you for interviewing with me from 2:00 until 3:00 p.m. today for the position you have available as a fifth-grade teacher at Yankee Ridge Elementary School for the 2011 to 2012 school year. I enjoyed meeting you and learning more about the position.

I appreciate your taking the time to talk with me to learn more about my qualifications and interest in the position. I continue to be interested in being considered a candidate for the position. With my elementary teaching degree and certificate and my specialization in math, I feel I am well qualified for the position. I would be very interested in working in the new program for the gifted that we discussed today. With my preparation in math, I would like to participate in curriculum development efforts in the area of computer applications of math.

I look forward to hearing from you. Please contact me if you need any additional information to consider my application.

Sincerely,

John Jones