

Sample Thank You Letter

Sarah Michelle Smith

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August 10, 2009

Mr. David Son, Jr.
Director of Admissions
Davidson College
Davidson, NC 28035

Dear Mr. Son:

Thank you for the opportunity to interview for the Admissions Counselor position yesterday. It was good to talk to you about the strategic direction you have in mind for the admissions staff and the future incoming classes of Davidson College.

I understand how important collaboration is to the Admissions Counselor position. It is critical to collaborate with the Davidson faculty and staff to understand the current resources and programs within the college in order to accurately represent what the Davidson College experience is about. Developing a clear and consistent message that carries through from the start of the admission process through to graduates' experiences as alumni requires significant cross campus collaboration. It is then important to carry this message to other constituencies of Davidson including guidance counselors, government agencies, professional associations, and prospective students and their parents.

My experience participating in multiple activities during my Davidson career position me to contribute to these conversations about the Davidson experience and also provide me with the skills to collaborate and manage many details simultaneously. I know based on my time during the interview and during my work in the Admissions office that the position is a fit for my passion for Davidson and my career interests.

I look forward to hearing from you in the coming weeks. As you indicated in the interview, I look forward to speaking with you again in two weeks. If I have not heard by then, I will call to determine the status of my application.

Sincerely,

Sarah Michelle Smith