

SAMPLE THANK YOU LETTER

Valerie Sutton
1234 Main St.
Carpinteria, CA 93013

Thursday, May 16, 2013

John Smith
Senior Educational Producer
lynda.com
6410 Via Real
Carpinteria, CA 93013

Dear John Smith:

Thank you for the opportunity to discuss the role of Training Producer at lynda.com on May 15th. As we discussed, my experience producing learning videos combined with my passion in education make me a strong candidate for this position.

During our conversation, I was particularly impressed with the collaboration between your authors, designers, production crew and editors. As you recall, I have similar experience working at a production company, where I was able to successfully collaborate with multiple stakeholders to bring instructional content live within budget and on time.

You also mentioned in the interview, the use of Universal Design for Learning. Although I was not familiar with the concept, I was able to do more research on it last evening through the National Center on Universal Design for Learning. It was very intriguing and I am looking forward to learning more. My own curriculum design approach has similar grounding.

It was a pleasure to meet you and I was very much impressed by the culture and work at lynda.com. I am looking forward to hearing from you in the first week of January. Please feel free to call me at 805-555-1234 Monday through Friday before 5 PM.

Sincerely,

Valerie Sutton