

SAMPLE THANK YOU LETTER

3225 Walter Way
Green Bay, WI 54311

March 17, 20XX

Mr. Phillip Nelson
College Recruiting Manager
Marshall & Ilsley Corporation
770 North Water Street
Milwaukee, WI 53202

Dear Mr. Nelson:

Thank you for the opportunity to interview on-site at the Marshall & Ilsley office in Milwaukee. I found my observation hour in the Loan Department very interesting and was impressed with the total number of customers and accounts that are reviewed on a daily basis. In addition, the collegial, professional environment to which you made reference was very apparent during my interviews.

I especially wanted to express my appreciation for your assistance and insightful suggestions throughout my application process with the Marshall & Ilsley Corporation. Through my previous experience and academic preparation, I have developed and utilized strong analytical, interpersonal and organizational skills. I am confident after my interview that my background and qualifications would contribute to the Management Associate Program.

The Management Associate Program represents an excellent and exciting opportunity. If you have any further questions or need additional information, please contact me at (920) 883-XXXX. As you indicated, I can expect to hear from you by April 1. If I have not received correspondence from you at that point, I will call to inquire about the status of my candidacy. Thank you again for your time and consideration.

Sincerely,

Michael P. Phoenix

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