

**** DO NOT COPY THIS LETTER VERBATIM ****

Employers have commented on the similarity of letters when receiving multiple Hamilton applications.

Sample Thank You Letter

Hamilton College
198 College Hill Road
Clinton, NY 13323

Date of Letter

Ms. Sophia Thomas
Editor
The Daily Herald
345 Solomon Street
Lexington, KY 40555

Dear Ms. Thomas:

Thank you for meeting with me on Wednesday, April 18, to discuss the position of editorial assistant at *The Daily Herald*. Your paper's creative journalistic style, commitment to training individuals, and enthusiasm for the publishing field impressed me very much. As a result of our meeting, I became extremely interested in joining the editorial staff of *The Daily Herald*.

As I mentioned during the interview, I believe that the strong writing skills which I developed through my liberal arts education and my experience as a writer for the school newspaper qualify me for the editorial assistant position. In addition, I demonstrated an ability to work under pressure and meet deadlines in my advertising internship at Delta Graphics last summer.

Since I spoke with you, I have received the Outstanding College Reporter of the Year Award for my article entitled "Excellence in Publishing" which appeared in *The New York Press*. I was very excited about receiving this distinction since this is my first published article. Enclosed is a copy for your review.

My excellent writing ability, editorial experience, and interest in the newspaper industry will enable me to achieve significant results for *The Daily Herald*. I look forward to hearing from you soon. Thank you again for your time and consideration.

Sincerely,

Chien Li

Enclosure: article