

Sample Thank You Letter

SALUTATION:

Dear Ms. Goldy and Ms. Gopher:

OPENING PARAGRAPHS:

Thank you both so much for taking the time out of your busy schedules to interview me yesterday evening (and for taking time away from that 76 degree weather!). Our conversation made me even more excited about the potential opportunity to be your resident at UCLA Health this coming summer.

MIDDLE PARAGRAPHS:

I was very happy to hear that the resident would have the opportunity to work both in the state-of-the-art Ronald Reagan UCLA Medical Center as well as in the newly expanded UCLA Medical Center, Santa Monica. I am thrilled about the unique opportunity to seek projects in both locations at UCLA, as well as in the clinics, in order to gain a wide variety of experiences and build relationships across the vast health system.

OR

The strategic initiatives of your Operations team, such as analyzing barriers to discharge and reducing length of stay in order to address the Emergency Department overcapacity issue, sound fascinating to me. I believe I could bring immediate value to projects like this based on similar, smaller scale projects that I have completed in the past. Your other projects, such as working with your Performance Excellence team to reduce costs using Lean methodology would be a new, exciting challenge and is something that I look forward to learning more about.

OR

The culture that you both described as helping you decide to begin your careers at UCLA sounds like it is exactly what I am looking for. From our conversation, I believe that my relatable and open personality would fit in wonderfully in a culture that encourages exploration and is focused on the importance of cultivating relationships with one another that create the atmosphere that you described at UCLA.

CONCLUDING PARAGRAPH:

I am very interested in working for you and I look forward to hearing from you once the next decisions are made regarding this position. Please feel free to contact me at any time if further information is needed..

Thank you again for your time and consideration.

Sincerely,

Goldy Gopher