

Thank-You Letter for Assistance with Job Application

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position/Title, if applicable]

[Recipient's Organization, if applicable]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to sincerely thank you for your invaluable assistance with my recent job application process. Your guidance, encouragement, and support made a significant difference in my ability to prepare and present my application materials effectively.

I truly appreciate the time you took to review my resume and cover letter, as well as the helpful suggestions you provided. Your insight into the role and thoughtful advice gave me greater confidence during the application and interview stages.

Thank you again for your generous help. I am grateful for your support and for the opportunity to learn from your experience. I look forward to staying in touch and hope to be able to return the favor in the future.

With sincere appreciation,

[Your Name]