

THANK YOU EMAIL EXAMPLE:

Send	To...	joan.smith@company.com
Account ▾	Cc...	
	Bcc...	
Subject:		Thank You - Assistant Account Executive Interview

Dear Ms. Smith,

It was very enjoyable to speak with you today about the assistant account executive position at the Smith Agency.

The job seems to be an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,
Jane Jones

THANK YOU LETTER EXAMPLE:

October 27, 20—

Susan L. Hamilton
Credit Technologies
Plaza Suite 1500
Pittsburgh, PA 19004

Dear Ms. Hamilton:

Thank you for interviewing me at Credit Technologies. I was impressed with the company and the type of banking services the corporation provides.

Your comments gave me a good understanding of the business and your expectations for the attorney you are seeking. I am confident that my background and experience in banking law and my ability to analyze statutes and regulations in detail could be useful to Credit Technologies. If you were to offer me this position, I believe that I could provide services that would meet the high standards of your corporation.

I look forward to talking again with you soon.

Sincerely,

Stephen B. Fischer