**Interview ‘Thank You’ Notes/Emails/Letters: 3 Examples**

A) Ms. Anderson,

Thank you for taking the time to speak with me yesterday about the staff writer position with Business News Daily.

It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company. After our conversation, I am confident that my skills and experiences are a great match for this job opportunity.

I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up call or email as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Best regards,
Nicole Taylor

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B) **John Smith**
14 Elm St. | Sometown, CA 55555

651-555-5555

johnsmith@gmail.com

3/24/16

Ms. Amy Lin
Manager
ABC Company
1 Corporate Way
Sometown, CA 55555

Dear Ms. Lin,

Thank you for meeting with me this morning to discuss the executive assistant position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

I know what it takes to run a busy and successful insurance office. In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service. My last supervisor said, “John is one of the hardest-working employees I have known. His friendly and professional customer-service skills helped the firm achieve a 20 percent revenue increase last year, and I couldn’t have done it without him.”

Again, thank you for considering me for this exciting opportunity. As you requested, I’m enclosing a list of professional references. Please feel free to email call me if you need additional information, have any questions or would like to offer me the job! Thank you for your time, and I look forward to hearing from you.

Sincerely,

John Smith

Enclosure: List of References

C)

3/24/16

Hi Jane!

Thanks you so much for the interview last month!!! ![C:\Users\Adam K\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\F8I9JR8L\Mr._Smiley_Face.svg[1].png]()

I really, really want to work at La Casa restaurant as a server. Being a server is super fun, right? Anyway, I think I’d be a very professional server and be polite and nice to all the customers, even the mean rude ones. I’m hoping to hear from you soon, but it’s been like three weekes. Can you please call me soon, Jan? I forgot my email password, so please don’t’ email me right now. Thanks again!

Sincerely the best,

Ashley Richards