

Sample Thank You Note

Basic Thank You

Dear Mr./Ms. Last Name of Interviewer,

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [company name] and help [bring in new clients / develop world-class content / anything else awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

Best regards,

First name last name

Job Interview Thank You

Dear Mr./Ms. Last Name:

I sincerely enjoyed meeting with you yesterday and learning more about the Position at Employer.

Our conversation confirmed my interest in becoming part of Employer's staff. I was particularly pleased at the prospect of being able to develop my [own article ideas with the head of the bureau, and develop my multimedia skills.]

I feel confident that my experiences both in [the workplace and in the classroom] would enable me to fill the job requirements effectively.

Please feel free to contact me if I can provide you with any further information. I look forward eagerly to hearing from you, and thank you again for the courtesy you extended to me.

Sincerely,

First name last name

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Samples adapted from *The Muse* and *The Balance*

www.themuse.com/advice/how-to-write-an-interview-thankyou-note-an-email-template

www.thebalance.com/job-interview-thank-you-letter-sample-2063957