



Thank You Note Example

Thank you note guidelines:

- Restate the day of the interview
- Why you are interested in the position
- The actual thank you for the interview
- Restate your interest for the position
- Closing (Sincerely or Cordially)

Example of a thank you note:

Dear Mr./Ms. Last Name:

It was a pleasure to speak with you today concerning 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 soon.

Sincerely,

Your Name