

Thank you note – Email Version

Subject line: Thank you

Dear John,

Thank you for the interview today for the Trainee position at Southern Gas and Electric. It was also a pleasure to meet the support staff, including Mr. Howard, Ms. Parmley and Ms. Murphy.

As I mentioned when we met, I look forward to the possibility of using my Business Management degree and Marketing minor to enhance PG&E's reputation, while meeting the needs and expectations of the community. I believe I can make a significant contribution to the marketing efforts, and I am particularly interested in exploring a corporate donor program.

One of the things I noticed during my visit was the positive spirit of your team. Your office seems like a very collaborative, team-oriented environment. I value these qualities and would willingly promote them if hired. Thank you again for your consideration.

Sincerely,
Eddy Interview
(555)555-5555

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Subject line: Thank you

Dear Mr. Miller, Ms. Frank, and Ms. Meads,

As I was leaving your office yesterday after my interview, I reflected upon how much I enjoyed meeting with all of you and learning more about Northeast Community College. I appreciate the time you spent with me discussing your opening for an Information Technology Consultant.

I am confident my experience with Davidson Technology and my educational background in Instructional Design and Technology make me an excellent candidate for the position. You mentioned the importance of having a person with significant WebCT and customer service experience. I feel that my background using WebCT, in addition to my experience in web design, my communication and customer service skills and my ability to learn quickly (demonstrated by my 3.7 GPA) will exceed your expectations if I am hired.

I was impressed with Northeast Community College's commitment to providing excellent service to your staff and faculty, as implied by the questions you asked during the interview. I look forward to the possibility of joining your team. If there is additional information I can provide to help you in your decision, please give me a call at (555) 555-5555.

Sincerely,
Eddy Professional