
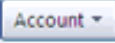


Thank You Letters by Email

You can get your thank you letter out immediately by email, rather than having to wait for the postal service to deliver it. If the employer is making a quick hiring decision, time is of the essence. If there is no sense of urgency, you may still want to send a quick email thank you, along with a traditional letter or note. You'll be reiterating your interest in the position sooner rather than later.

Thank You Email Sample

	To...	joan.smith@company.com
	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

Jane Jones
janejones@gmail.com
(555) 555-5555
LinkedIn: [linkedin.com/in/janejones](https://www.linkedin.com/in/janejones)