

Interview Thank You/Follow Up

Subject: Interview Follow-Up: Thank You

Dear (Ms./Mr./Ms. Name),

e

P: 555-555-5555

E: youremail@email.com

Sample Email Follow-Up Message #2

Subject: Your Name - Thank You

Dear Name:

It was a pleasure to finally meet you after our many emails and phone conversations regarding the Production Editor / Proofreader position. I truly enjoyed hearing about the Management Group and learning more about the needs of the Sales Intelligence Department. I appreciated being able to share some of the reasons why I feel that I am the ideal candidate for the job.

I also appreciated touring your facilities. They are quite impressive, and it would be a true joy to work in such beautiful surroundings.

Thank you also for introducing me to several members of your Sales Intelligence team. They were all so kind and accommodating. Please let them know I appreciate how comfortable they made me feel. I agree it was unfortunate that Bob Brown, the actual person to whom I'd report, was not in the office. I hope he is feeling better, and I look forward to coming back to meet with him when it's convenient.

After talking with you, meeting the team, and getting a better understanding of what is involved in the position, I am even more confident that there can be no better match. Don Pearce showed me several recent projects and Jody Fryer explained the process and gave me a look at the computer applications that I might be using. I am very familiar with the entire setup and have done work almost identical to the examples that I was shown.

Currently, my schedule is flexible, and knowing your urgency to fill the position, I would like to meet Mr. Brown at his earliest convenience. Please drop me an email or a quick call with a date and time, and I'll be sure to arrange my schedule so that I can meet Mr. Brown. Thank you again for your time; I look forward to hearing from you soon.

Best regards,

First Name Last Name

Sample Email Follow-Up Message #3

Subject line: Thank you for your time

Dear[Interviewer's name],

Thank you for taking the time to speak with me about the Marketing Coordinator role. It was great to meet with you and learn more about the position.

I'm very excited about the opportunity to join [Company name], and am particularly interested in the details you shared about the upcoming launch of the brand campaign. I'm enthusiastic about the prospect of taking on some of the project management and bringing my experience in successfully coordinating cross-functional initiatives to the table.

After our conversation, I'm confident that my background in marketing and my interest in brand growth will enable me to fill the job requirements effectively and support the vision of [Company name]. Please feel free to contact me if I can provide you with any further information or samples of my work. I look forward to hearing from you.

Thanks again,

[Your name]

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