

## **Interview Thank You Notes:**

### **After a Face to Face Interview:**

Dear Mr. Moody:

Thanks for taking the time to meet with me about the account executive position yesterday. The job seems like a very good match for my skills and interests. The strategies you outlined are just my style and I know I would hit the ground running.

In addition to my 8 years of experience in your industry, I will bring strong writing and leadership skills as well as a ton of energy to your team. I've also got solid organizational skills and know I could help bring order to the areas you mentioned.

I am very interested in working for you and look forward to hearing from you soon.

Sincerely,

### **After a Phone Interview:**

Dear Mr. T,

Thank you for taking the time to talk to me this morning. I'm attaching my resume as requested.

The editing position seems like a great fit for my skill-set. I've been writing for the travel industry for 5 years and am very familiar with the areas your company needs covered, as we discussed. One thing I forgot to mention on the phone is that I've never missed a deadline.

Again, I appreciate your meeting with me today and look forward to hearing from you.

Sincerely,

## **Interview Follow Up Call/E-Mail:**

### **Phone Call**

*" Good Morning John,I just wanted to thank you again for your time on Monday and to let you know that I am really interested in this opportunity. I was hoping that you would be able to give me an update on my application...."*

### **E-Mail**

Thank you again for the time you spent with me on Thursday. I enjoyed the interview and would like to restate my interest in this opportunity. Please call or e-mail me with an update at your earliest convenience.

Sincerely,

Joe Jackson