

Short thank you note

Subject line: Thanks for meeting with me

Hello [name],

Thanks again for taking the time to meet with me yesterday afternoon. I enjoyed our conversation about the [position] and appreciated learning more about working with the [team].

It sounds like a rewarding role, especially given the opportunities for collaboration and advancement. I think my [qualification] would make me an excellent candidate for the role.

I look forward to discussing this opportunity with you more. Please don't hesitate to contact me if you need additional information about my references.

Thank you,

[name]

[email]

[phone number]

Detailed thank you note

Subject line: Thank you for meeting with me

Hello [name],

Thank you for taking the time to interview me this morning. I enjoyed our conversation about the [position] and appreciated learning more about how the role works. The way the [teams/departments] work together sounds ideal for reaching goals and optimizing performance.

The [position] sounds like a rewarding role, especially given the opportunities for leadership and advancement. I think my [qualification] and [qualification] would make me an excellent candidate for this position.

I look forward to discussing this opportunity with you more. Please don't hesitate to contact me to arrange a follow-up interview.

Thank you,

[name]

[email]

[phone number]

Informal thank you note

Subject line: Great to meet you

Hi [name],

Thanks so much for taking the time to talk with me earlier today. Our conversation about the [position] was inspiring, and it was fantastic to learn more about the role.

The job sounds exciting, and I think I would be an ideal candidate, thanks to my [qualification] and [qualification]

Please contact me if you want to discuss this further. Thanks again for the opportunity.

Thanks,

[name]

[email]

[phone number]

Formal thank you letterFormal thank you letter

Subject line: Thank you for the interview

Dear [name],

Thank you for taking the time to speak with me about the [position] this morning. It was inspiring to have such an insightful conversation about [subject], and it was a pleasure to learn more about your insight into the industry.

The details you shared about the position and future goals for the [department] convinced me that the role would be an ideal match for my qualifications. I believe that my [qualification] and [qualification] would allow me to make a valuable contribution to the department.

Thank you,

[name]

[email]

[phone number]