

Thank You Note Samples

Dear Dr. Doe,

Thank you for taking the time to interview me for the Research Assistant position in the Oncology Department at Brigham and Women's Hospital. I really enjoyed our conversation and learning more about this great opportunity. I believe that my prior experience as a Research Assistant working with cell cultures will enable me to be successful as the new Research Assistant.

I look forward to hearing from you. Please feel free to contact me with any further questions.

Sincerely,
John Smith

Dear Mr. Doe,

Thank you for taking the time to meet with me yesterday regarding the Design Engineer position. I really enjoyed speaking to you and touring the office, and was particularly impressed by your innovative and collegial team and the cutting-edge and complex matters that you're working on. I believe that my co-op experiences at ABC Corp. and at XYZ Corp., where I worked as a member of three different teams to design prototypes of ergonomic chairs, make me particularly well-suited for this position. I also believe that my recent coursework in Operations Research and Simulation Modeling and Analysis, as well as my academic projects that have been focused on improving the functional design of office furniture while reducing cost, will allow me to make an immediate and strong contribution.

After our meeting, I'm even more enthusiastic about the possibility of joining your team, and look forward to hearing from you. In the meantime, please let me know if I can provide any additional information.

Sincerely,
Jane Smith

Dear Ms. Doe,

Thank you for taking the time to meet with me yesterday. I enjoyed learning about your career and particularly about your recent transition to XYZ Corp. and your positive experience so far at the company. I also appreciate the time you took discussing the Mergers and Acquisitions department, which seems like an ideal fit in view of my background and experience, and also based on my keen interest in working in corporate finance. The position sounds like a great opportunity in which I could apply my skills and expertise to work on meaningful, and complex matters, and is one in which I believe I would thrive.

I look forward to hearing from you. In the meantime, please let me know if I can provide any additional information.

Sincerely,
Jane Smith

Remember:

- For emails, use a clear and identifiable subject line like "Thank you."
- If you interviewed with more than one person, send each person a personalized thank you note.
- Reiterate your interest by citing something specific from your conversation. This will help them remember who you are.