

Thank You Email Example

*This is a sample of a quick thank you email follow up after your interview.
Feel free to send it the same day.*

Jennifer,

Thank you for taking time this morning to speak with me about the potential role, current projects and office culture.

After our discussion I am confident my experience and qualifications would be a great fit.

Let me know if I can provide you with any additional information. Please expect my call on Tuesday morning to speak with you about the next step.

Sincerely,

James M. Smith

Junior Designer

E: *firstname.lastname@email.com*

T: 555.458.3029

Notice it does not say, "I look forward to hearing from you" or "Please call me at your earliest convenience." You need to be firm and show initiative at this stage.