

Dear Ms./Mr. Last **Name**:

Thank you for taking time to interview me for abc position. After interviewing with you and the hiring committee I learned more about the position and I am eager to join the team.

I really valued the information you shared about abc project. These are the types of projects I would really enjoy working on because I (for example, really like direct client services; organizing data; analyzing data and making recommendations....) and I (other tasks that are involved. You can make a connection between your past experience and/or interests and this position.)

When you stated that (you found working with the team extremely rewarding) it resonated with me because I believe that, as a group, we can create, research and suggest better solutions. In my previous position at abc, we solved problems such as abc as a group. This was an extremely positive experience because each team member brought his/her strengths to the table. We all benefited from each person's experience and our client was extremely happy with our product. This client continues to refer others to abc company as a result of this project.

Thank you again for taking time out of your busy schedule to meet with me and clarify the specifics of the job. I look forward to hearing from you.

Sincerely,

First Name Last Name

Cell: 832-842-6120; Email: hirebauer@bauer.uh.edu

Comment [U1]: Send a thank you email to each person who interviewed you within 24 hours of your interview. If you did not get everyone's email, you may ask your main contact to forward your email to the hiring committee. If the latter is the case, address your email as: Dear Ms. /Mr. Last Name and Hiring Committee

Comment [U2]: Here is where you can elaborate on what you find especially interesting about the position and how your skills, interests and abilities align with the job.

Comment [U3]: And if you had the opportunity to connect with this person in more depth during the interview, it may be a good time to bring this up as well.

Comment [U4]: Please make sure that your voicemail is activated. Clearly stating your first and last name on your message is very helpful to the caller.

Comment [U5]: Please make sure you have a professional email address. First name and last name is a safe choice.