

Sample Thank You Note

Sample #1: After Interview

Dear (Interviewer's name),

Thank you for taking the time to meet with me today. I am very excited about the opportunity to work at ABC Company.

The (job title) role certainly sounds exciting and it's a role I believe I'd excel in thanks to my (experience or skill that would help you succeed in the job).

I look forward to hearing feedback as soon as you have any updates and would love to continue discussing the opportunity with you.

Feel free to contact me if you have any questions or need clarification on anything we talked about in the meantime. Thank you again.

Best Regards,

(Your name)

Sample #2: After Career Fair

Dear Ms. Edwards,

Thank you for taking the time to meet with me at the U of A Career Fair today. You were extremely helpful in explaining ABC's Marketing Trainee Program. Now that I have a better idea of what the position requires, I am confident that I would be an asset to your team.

My solid education in Marketing at University of Alberta, along with part time sales representative experience which you said were important to succeed, would make me a strong and qualified candidate for the position that you are hiring. I have submitted my application on ABC's website.

Thank you again for your time and consideration. I look forward to discussing the program with you in the near future.

Sincerely,

(Your Name)

Sample #3: After Career Fair

Dear Ms. Edwards,

It's (Your Name) and we met at today's Career Fair at University of Alberta. I know your inbox is probably a busy place, but I just wanted to say Thank You for talking to me today.

As I mentioned, I would be excited to get a chance for an interview for the position of (the position) you're currently offering. I believe that both my soft and technical skills are strongly in line with your requirements. I think my experience in (your special skill/experience) would come in handy when developing a new strategy for (the name of the company/project you discussed) we discussed.

Let me know if you'd like any additional information. I have attached my resume, just in case. Thanks again and I hope to hearing from you soon.

Best Regards,

(Your name)

Sample #4: After Career Fair

Dear Ms. Edwards,

Thank you for taking time to talk with me at the University of Alberta Career Fair today. I have been interested in ABC company for long time and I appreciated learning more from you about the training program and the company's plans to expand.

As I mentioned during our conversation, through my recent internship with XYZ company, I gained a detailed understanding of the product development process and contributed to various steps between product conception and marketing. From the research I completed prior to the career fair and the information you shared, I am convinced ABC company would be an ideal fit.

My resume is attached and I have also uploaded it in ABC's website for your review. I would welcome the opportunity to talk with you again and meet others from your team. I am open to moving to any of locations currently hiring. Thanks again for talking with me about the opportunities. I hope to meet with you again soon.

Sincerely,

(Your name)

Source: The Muse; ALIS Website; Glassdoor