Thank You Note Example

Dear Mr./Ms. Last Name:

I sincerely enjoyed meeting with you yesterday and learning more about the Position at Employer.

Our conversation confirmed my interest in becoming part of Employer's staff. I was particularly pleased at the prospect of being able to develop my own article ideas with the head of the bureau, and develop my multi-media skills. I feel confident that my experiences both in the workplace and in the classroom would enable me to fill the job requirements effectively.

Please feel free to contact me if I can provide you with any further information. I look forward eagerly to hearing from you, and thank you again for the courtesy you extended to me.

Sincerely,