

Thank you letter – e-mail version

Subject line: Thank you

Dear John,

Thank you for taking the time to interview me today for the Management Trainee position at Pacific Gas and Electric. It was also a pleasure to meet the support staff, including Mr. Hidalgo, Ms. Parmley and Ms. Murphy.

As I mentioned when we met, I look forward to the possibility of using my communications degree and my sustainability minor to enhance PG&E's reputation, while meeting the needs and expectations of the community. I believe I can make a significant contribution to the marketing efforts, and I am particularly interested in exploring a corporate donor program.

One of the things I particularly noticed during my visit was the positive spirit of your team. Your office seems like a very collaborative, team-oriented environment, qualities I value and would willingly promote if hired. Thank you again for your consideration.

Sincerely,

Ernie Interview
(555)555-5555