

## **Sample Email Thank You Letter**

### **Subject Line of Email Message:**

Thank You - Assistant Account Executive Interview

### **Email Message:**

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you today about the assistant account executive position at AlphaTech. The job seems to be an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, leadership qualities, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took in interviewing me. I am very interested in working for you and look forward to hearing from you in the near future.

Sincerely,

Your Name

Email Address

Street Address

City, State, Zip Code

Phone Number