

SAMPLE EMAIL THANK YOU LETTER

Dear (Name of Person or Persons You Interviewed With),

Thank you for the opportunity to interview for the Accounts Payable position yesterday. The interview strengthened my enthusiasm for the position and my interest in working for ABC Company.

As we discussed, you are looking for someone with knowledge of accounting procedures and strong communication and computer skills. My education and experience have given me the opportunity to develop these skills and therefore, I believe I am a strong candidate for this position.

I feel that I would make a positive contribution to ABC Company. Please contact me if I can provide any additional information. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Sample Student

samplestudent@email.com

847-555.5555