

Sample Thank You Note and/or Email
Send IMMEDIATELY After Interview

13058 Mont Road
Felton, PA 17322
November 7, 2018

Mr. David Baker
Human Resource Manager
ABC Company
121 Queen Street
York, PA 17402

Dear Mr. Baker:

Thank you for the opportunity to interview for the Customer Service Representative position at ABC Company. I was impressed with the advanced systems you recently installed to simplify customer call backs.

I am confident I could quickly become a productive member of your team because of my extensive and varied experience with inbound and outbound calls. My supervisors have commented that I listen to my customers and enjoy researching and resolving their problems.

I will call you next week to follow up with you. Please call me at 717-555-0983 if you have any questions for me.

Sincerely,

Jane Doe

Jane N. Doe