



Example: Thank you email after the 2<sup>nd</sup> Interview

Dear \_\_\_\_:

It was a pleasure meeting you today. Thank you for interviewing me for the \_\_\_\_\_ opportunity/position with the \_\_\_\_ [organization name]. I enjoyed our conversation very much.

I feel strongly about this position and the contributions that I can make if the opportunity to join your team presents itself. Your vision to \_\_\_\_\_ [state one of their visions or an important aspect of the position that they noted during the interview] is something that resonates with me; I share that same vision.

It would be my privilege to help elevate the delivery of the \_\_\_\_ programs and serve as a \_\_\_\_\_ to \_\_\_\_\_. In brief, I want to join your team to help develop, build, create and \_\_\_\_\_ [briefly state important programs/tasks that the position is responsible for].

Thank you again for the opportunity, \_\_\_\_ [name the person if you want]. If you have additional questions regarding my candidacy, please let me know. Until then, I look forward to hearing from you soon.

Best regards,

Your name  
916-999-0000