



A Graceful Thank-You Note

Like all the written components of your job-search, your thank-you note should be positive, full of detail, and specific to the position at stake.

Dear Susan:

I wanted to let you know how much I enjoyed our meeting today. Thank you so much for taking the time to explain the parameters of the job in such detail.

The more I learn about the job and the company, the more excited I am about the possibility of joining such a dynamic team. As you noted, in today's economy, Widget, Inc.'s success is quite remarkable, and I especially admire the company's commitment to innovation and speed in marketing. Thanks again for considering me for this position. I hope to hear from you soon.

Best, Brian Masters