***Sample Thank You Letter sent via email***

Dear Mrs. Mulveny,

Thank you for the opportunity to interview with you this morning for the open Job Developer position.  Our conversation confirmed my interest in becoming part of your team.  I am particularly pleased at the prospect of being able to contribute to an organization that is doing great work in my community!

I feel confident that my communication skills and experience in workforce development make me the ideal candidate for the position.  Please feel free to contact me if I can provide you with any further information. I look forward to hearing from you and thank you again for the courtesy you extended me.

Sincerely,
Stacey Faris
702-379-1995