

# Thank You Message EXAMPLE

Thank you for meeting with me - Message (HTML)

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To search contact

Cc

Subject Thank you for meeting with me

Hello [first and last name of the opportunity search contact],

Thanks again for taking the time to meet with me [date]. I enjoyed our conversation about the [official position title] and appreciated learning more about working with the [department, organization or company].

The role sounds like a rewarding one, especially given the opportunities for [specific item discussed during interview: collaboration, advancement, experience in specific field]. I think my [relevant education or experience directly related to the role] would pair nicely with the expectations of the position.

I look forward to discussing this opportunity more. Please don't hesitate to contact me if additional information is needed.

Thank you,

[Your First and Last Name]

[Your Email address]

[Your Phone number]

**INCLUDE:**

1. Subject Line
2. Personalized greeting
3. Note of appreciation
4. Recap of your qualifications
5. Prompt to take next step
6. Contact Information

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