Sample Thank You Notes

Dear Mr./Ms. Last Name:

I enjoyed meeting with you yesterday and learning more about the XYZ position at company/employer. Our conversation affirmed my interest in becoming part of the employer team.

I was excited about the possibility of being able to work on xxxxxx and develop my xxxx skills. I feel confident that my experiences gained in the workplace and in the classroom would enable me to hit the ground running.

Please let me know if I can provide you with any further information. I look forward to hearing from you. Thank you again for the opportunity to be considered.

Sincerely,

Signature*(hard copy letter)*  
  
Your Name