

# **Zarb Graduate Business Career Services**

## **Employer Thank You Note Template (for email)**

*(Do not copy this sample below verbatim! Use your own words!)*

Date

Employer Contact Information

Dear Mr. / Ms. (Name):

It was a pleasure to meet with you (date). I appreciated the time you spent with me and the opportunity to learn more about the (position) at (company).

One significant outcome of our meeting for me is that I am even more convinced that my education and experience will prove extremely valuable in helping (company) meet its business goals. I'm eager to bring my (add skills sets, e.g. analytical, financial and teamwork experience to (company name). Additionally I am excited about the opportunity to... (if you want to add something specific that came out of interview or job description)

I am very interested in pursuing this position with you further and would welcome the opportunity to meet with you again, as well as any others in the company you feel would be appropriate. As you described the position, it appears to be the kind of challenge I excel at.

Thank you for your time and interest. If you would like additional information, please feel free to contact me at (email) or (phone). I look forward to hearing from you.

Sincerely,

Name

Contact Information