

EXAMPLE EMAIL THANK YOU NOTE

Subject: Great Meeting Thank You! – Electrician Apprenticeship Position

Dear Arun,

Thank you for taking the time to meet with me yesterday and for sharing your insights into your Electrician Apprenticeship position. I was excited to hear about your growth plans and your recent success with the ABC Contract which I'm sure will keep you all extremely busy!

I am keen to continue our discussions and based on our conversation, the key strengths I would bring to your team are:

- Strong electrical skills having graduated in the top 10% of my college class
- Excellent team skills and experience working with a diverse group of people
- A strong work ethic and the desire to learn from your experts so that I can make the best contribution possible to the success of your business

I am excited about this apprenticeship opportunity and will follow up with you towards the end of next week as agreed.

Regards,

Tom Clarke
Trainee Electrician
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