Dear Amy,

I would like to thank you for taking the time to interview me yesterday.

It was a pleasure meeting you, and I really enjoyed its friendly atmosphere.

After our conversation, I am confident that my skills and experiences are a great match for the role.

I am very much looking forward to the possibility of working with plant and research company. Please feel free to contact me if you need any further information. Thank you again for the enjoyable meeting.

Sincerely,

Reza

Follow up application

* *Dear,*

*Last week, I applied for the Editor position you advertised through Jobster. I have not yet heard back from Writerly Company regarding this position and would like to confirm that my application was received.*

*My enthusiasm and experience make me a great fit for this position. I have been an editor for a lifestyle magazine for the past five years and am excited about the opportunity to take my writing and editing experience to the next level with your company.*

* *Please contact me at any time if you have questions about my qualifications or need any additional materials. I look forward to hearing from you and want to thank you for your time.*

*Sincerely,*

*Martha Jones*

I know how busy you probably are, but I recently applied to the [position title] position, and wanted to check on your decision timeline. I am excited about the opportunity to join [company name] and help [bring in new clients / develop world-class content / anything else awesome you would be doing] with your team.

Please let me know if it would be helpful to provide any additional information as you move on to the next stage in the hiring process.

I look forward to hearing from you,

Dear Philip

I would like to thank you for taking the time to interview me today.

It was a pleasure meeting you, and I really enjoyed its friendly atmosphere.

After our conversation, I am confident that my skills and experiences fulfill the position requirements.

I am very much looking forward to the possibility of working with Tru-test. Please feel free to contact me if you need any further information. Thank you again for the enjoyable meeting.

Sincerely,