**Sample Email Interview - Thank You Letter**

To: [Joan.smith@company.com](mailto:Joan.smith@company.com)

CC

BCC

Subject: Thank You – Position

Dear Ms. Smith,

It was a pleasure speaking with you today about the ­­­­­­­­Medical Assistant (Phlebotomy, EMT) position at Smith Agency.

The job seems to be an excellent match for my skills and interests. In addition to my enthusiasm, I will bring to the position proficiency, assertiveness, and the ability to encourage others to work cooperatively within the department.

I appreciate the time you took to interview me. I especially liked the career advancement opportunities that we discussed. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

Mike Springer CCMA – C

[mikespringer@gmail.com](mailto:mikespringer@gmail.com)

(555) 555-5555

LinkedIn: linkedin.com/in/mikespringer