Thank You Letters/Emails

* Roberto
  + Thanks for the quick turnaround
  + Enjoyed my conversations with you, Scott, and Olivia
  + Talking to you all has increased my interest in working with you …
    - OR: I agree with you assessment that I am a good fit with you team on the points of \_\_\_\_.
    - Optional: In addition (to your points), …. .
* Scott
  + Tableau: I can get up to speed with Tableau because I can obtain a license to familiarize myself with Tableau.
    - From what I see, it’s very user friendly – very similar to pivot tables and picot charts.
    - I should be able to get the hang on Tableau quickly, like my learning experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + Regression Analysis: I am refreshing my knowledge on Linear and Logistic Regression.
  + If accepted for the position, I should have some experience with these software programs and analyses.
* Olivia
  + I think we’re a good fit because …
  + Regarding your working style and preference, I can tell you that I am flexible.
    - What I mentioned to you were focused on how tasks were handled in my current job at AT&T.
    - When I was in bodega, ….
    - When I was in {other jobs}, ….

Hi Roberto,

Thank you for contacting me and chatting with me to discuss the Digital & Social Analytics Supervisor position. I enjoyed my conversations with you, Scott, and Olivia. These conversations and plus my research about the company make me very excited about the possibility of joining your team.

I have to agree with what you mentioned about the position fitting nicely with my qualifications and skills. <<< a few examples please, meimei >>>

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me for additional information.

Best Regards,

Jenna

Hi Scott,

Thank you so much for the on-site meeting with me today. It was such a pleasure to learn more about the team and position and the see the Dallas office. I’m very excited about the opportunity to join Dieste and help generate new business based on Digital Analytic and Social Media insights.

I had the opportunity to reflect on our conversation.

o Tableau: I can get up to speed with Tableau because I can obtain a license to familiarize myself with Tableau.

 From what I see, it’s very user friendly – very similar to pivot tables and picot charts.

 I should be able to get the hang on Tableau quickly, like my learning experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

o Regression Analysis: I am refreshing my knowledge on Linear and Logistic Regression.

o If accepted for the position, I should have some experience with these software programs and analyses.

Let me know if you need anything else from me. Thank you very much.

Sincerely,

Jenna

Hi Olivia,

Best,

Jenna