Thank You Letters/Emails

**Subject:** *Thank You for the Interview*

* 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), …. .
  + Skills, experience, and client knowledge makes me the fit for this role
  + Excited to immediately contribute my knowledge and expertise to the client at the same.
* 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.
    - >>> I am a quick learner and eager learner.
    - Reference: … ?
  + If accepted for the position, I should have some experience with these software programs and analyses.
  + The laid back and casual work environment fits my preferred work ambience.
  + I like the data-driven direction of the company where you mentioned I will have opportunities to get involved in startup client and data repository projects.
* Olivia
  + I think we’re a good fit because …
  + We have very similar working styles, and I am looking forward to work with you.
  + 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}, ….
  + The position strongly aligns with my career path of solidifying my digital analytic insights and client-facing collaboration skills.
  + Leading opportunity

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 have enhanced my excitement 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 o Skills, experience, and client knowledge makes me the fit for this role>>>

I look forward to hearing from you. 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 to see Dieste’s office. I’m very excited about the opportunity to join Dieste and help business growth based on Digital Analytic and Social Media insights.

I thought our conversation laid out great opportunities for me to contribute to the Dieste and to learn new skills. I am always on the lookout for learning and contributing opportunities. In Summer, my team assigned me Adobe Analytics responsibilities for AT&T’s Global Marketing Organization websites. Tableau and Power BI were next on my learning list. While Microsoft Power BI is available companywide, I had to do some digging to find organizations with Tableau license to spare. I should be able to obtain a license and pick up Tableau skills due to its similarities to Excel’s Pivot Table and Pivot Charts. Also, I am refreshing my knowledge on Linear and Logistic Regressions.

I am thrilled at the opportunity to share my digital analytic, social media, and business knowledge along with my presentation flair. At the same time, I look forward to learning opportunities from Roberto, Olivia, yourself, and other Dieste colleagues and to picking new software program skills.

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

Sincerely,

Jenna

Hi Olivia,

Thank you for the opportunity to chat with you on Friday for the Digital & Social Analytics Supervisor position. It was great to talk with Dieste’s Digital Analytics Expert in learning more about the position.

I am glad that we discussed about working styles and preferences. I would like to point out that I am flexible with my working styles and work settings. For instance:

* When I was in bodega, …. .
* When I was in {other jobs}, …. .

With any new environment and colleagues, I embrace these changes by maintaining a positive attitude, fixing things that are in my locus or control, and communicate with others about best practices to deal with these changes.

Thank you again for you time and consideration, Olivia. Please feel free to reach out to me for additional information.

Best,

Jenna

**Is An Email Okay?**

Let’s just get this out of the way: A thank-you email within 24 hours of the interview is 100% necessary. “Not sending an email—whether you are interested in the position or not—is unprofessional,” says Domenick

<https://www.fastcompany.com/3057431/heres-what-to-write-in-your-thank-you-note-after-a-job-interview>

# How to Write a Thank You Email After an Interview (+10 Examples)

How soon should you send a thank you email after an interview?

Within 24 hours after your interview.

<https://zety.com/blog/thank-you-email-after-an-interview>