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Your Best Job Interview Coach Since 2011

Thank you letter samples from Interview Penguin:

Dear Mr. Koviko, (Always address the person who led the interview with you. Do not send a letter to the HR department, HR manager, etc.)

I would like to thank you for the chance to interview for a marketing manager job in your company. (Mention the position, we are busy and lead many interviews, and we do not always remember every job candidate and position they interviewed for—though we for sure remember a great candidate like you. ;))

It was a great experience for me. I have learned a lot in this interview with you, and now I really believe that this is the best possible job for me.

I wish you good luck and hope that you will make a good decision. (You are telling them to choose you, you just do it in a polite and indirect way. Or perhaps you are just being nice...)

Best Regards

Martin Smith

123456789 (Include your phone number. Make it easy for them to contact you—they can do it immediately after reading your letter.)

Dear Mr. Stark,

It was a pleasure to meet you in an interview. You, as well as other people I met in the company, made a good impression on me.

You led the interview in a professional manner, and I am sure you will choose the best candidate for the job.

After talking to you in the interview, I am as motivated as ever to get this job of a marketing manager. I hope you will consider my application, and let me know your decision soon.

I wish you and your company great success, for many years to come.

Best Regards,

Martin Wieser

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Source and more info/samples: <https://interviewpenguin.com/job-interview-thank-you-letter/>