**SAMPLE PHONE INTERVIEW THANK YOU EMAIL**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It was wonderful to have a chance to speak with you yesterday. I know you have a very busy schedule, so I appreciated the time you set aside for a phone interview with me.

I’m extremely excited about the possibility of working for you in the capacity of Virtual Assistant. I have confidence that my social media expertise and writing skills are a perfect match for your needs. As I mentioned during the interview, I have over three years of experience working with WordPress. As promised, I am attaching a few links to recent blog posts I’ve written for other clients with similar niches.

In our phone interview I forgot to mention that in addition to content creation, I’m also a skilled photographer. I’m very adept with both Adobe Lightroom and Photoshop.

Thank you again for the phone interview. I look forward to hearing back from you.

Sincerely,

(YOUR NAME HERE)