Templates for thank-you emails

**Hi [person’s name],**

**It was such a pleasure to meet you today to discuss [role you applied for] at [company name]. The position sounds like exactly the type of job I’m looking for, and I believe my experience in/with [accounts receivable/Java programming/managing a team] would help me thrive in the position.**

**If there are any additional questions I can answer, please let me know. Thanks again for meeting with me to speak about this exciting opportunity.**

**Best regards,**

**[your name]**