



# THANK YOU LETTER FORMAT

1. Start with a greeting

Dear (Ms. Mr. Dr.)

2. Share your gratitude with specific examples

Thank you for taking the time to interview me this morning. I enjoyed our conversation about the marketing manager position and appreciated learning more about how the role works. The way the marketing and advertising teams work together sounds ideal for reaching goals and optimizing performance.

3. Include any details from your conversations

The Marketing Manager position sounds like a rewarding role, especially given the opportunities for leadership and advancement. I especially love that you are all so committed to cross-departmental collaboration, and it was great to hear so many people outside the marketing team participate in the creative process. In my experience that level of cooperation results in the best outcomes.

4. Close with any additional thoughts or information

I think my AA degree in marketing from Ventura College and more than 2 years of experience leading marketing teams would make me an excellent candidate for this position.

I look forward to discussing this opportunity with you more. Please don't hesitate to contact me to arrange a follow-up interview.

5. Edit with a polite closing

Thank you again,

NAME  
EMAIL  
PHONE

## Proofread Your message

Take a few minutes to review your thank you notes for any spelling, grammar or syntax mistakes. A message that's free of errors shows you are professional and detail-oriented.