**Thank you e-mail after Interview**

**To Recipient**

**Recipient’s e-mail**

**Subject**

**Re:**

**Cc:**

**Dear (name of person who interviewed you),**   
  
**Thank you very much for taking the time to interview me on Tuesday afternoon. You gave me quite a bit of insight about your organization and were very courteous and professional. I particularly liked the way you made me feel comfortable from the start.**  
  
**As we discussed, my five years of experience as an Accounts Payable specialist make me an excellent choice for the position we talked about. At one point you asked if I had any additional experience that would be relevant to the job. I would like to add here that I currently serve as a volunteer Accounts Payable supervisor for a local charity.**  
  
**I would really welcome an opportunity to return for the next round of interviews. Please feel free to contact me at the number and e-mail address provided below.**

**Sincerely,**  
**(your name here)**