Thank you e-mail after Interview

To Recipient

Recipient’s e-mail

Subject

Re:

Cc:

Dear (Ms. J.Doe),

I would like to thank you very so much for your time during our interview on (Monday 29th, last week). I was both nervous and excited by the opportunity and it was an absolute pleasure to meet you. You managed to make me feel welcome and at ease within the first 5 minutes which allowed me to be truly myself.

The position of (name of position), its responsibilities and challenges are exactly what I have been searching and hoping to find in a job. Being a part of (name of company) would prove to be both challenging and rewarding to me; two magic ingredients that I believe are required so as to compliment the person undertaking the tasks at hand.

I feel that I am the perfect candidate for this opening due to my past experiences, industry knowledge and passion for what I do.

I look forward to your decision and should you require any further information or references from my current or past employers, please just let me know and I will be happy to be able to provide you with what you need.

I may be reached on: (insert tel.Number).

Looking forward to hearing from you,

Kind regards,
(signed name)