# **Thank you e-mail after Interview**

To Recipient

Recipient’s e-mail

Subject

Re:

Cc:

Ms. Katrina Beardsley

Vice President

Alpha Advertising

4567 Arizona Avenue, Suite 17

Plattsburgh, New York 12901

Dear Ms. Beardsley:

Thank you for the interview and tour of your company on Friday to discuss the

Marketing Director Position. I am impressed with Alpha Advertising’s strong marketing plans and strategy for achieving your objectives.

During the interview, you stressed the necessity for developing new strategic plans and tracking their success. My four years at Beta Designs as an Accounts Manager has provided me with valuable experience in plan development and tracking, preparing me for the Marketing Director position. I am very interested in assisting Alpha Advertising continue their marketing expansion.

I look forward to hearing from you next week and will be available immediately to begin

work with your firm.

Sincerely,

Miles Westchester