Interview Thank You Email

To Recipient

Recipient’s e-mail

Subject

Re:

Cc:

Dear Ms. Daniels,  
  
I enjoyed interviewing with you today for the position of Admissions Counselor at Wheaton College. As an alumna of Wheaton, you bring a strong commitment to finding the right person for such a pivotal position.   
  
It is my desire to be a part of Wheaton’s continued success in recruiting and selecting students who will demonstrate their care *For Christ and His Kingdom* in the classroom and in their lives after Wheaton. As I stated during the interview, my strengths in interpersonal communication and organizing and planning are a great match for this opportunity.  
  
Thank you for your time and I look forward to hearing from you regarding next steps in the process.  
  
Sincerely,  
  
Raashon Ramone

Phone Number