

**Sample thank-you note**

August 10, 2007

Ms. Bridget Jones  
Abell Research Inc.  
42 Serendipity Terrace  
Tinseltown, PA 00165

**(Note:** The heading above is not required for e-mails)

Dear Ms. Jones,

Thank you for the chance to interview with Abell Research this afternoon. I came away feeling very enthusiastic about the position. The opportunity to combine independent research with team report production is just what I am looking for. I am also very excited about the possibility that my strong interest in evaluation of early-education programs matches the need you have for someone who can quickly grow to contribute in that area.

If you have any more questions for me, please be in touch. Again, thank you for your time in our interview, and for considering me as a candidate for the position of researcher on your team.

Sincerely yours,

Suzie Queue  
[suziequeue@yahoo.com](mailto:suziequeue@yahoo.com)