**SAMPLE THANK YOU EMAIL FOLLOWING AN INTERVIEW**



**Dear Mrs. Lin,**

**Thank you very much for taking time to interview me for the nursing position on your unit. It was so nice to meet you and Andrea, the Clinical Care Lead. I appreciate all the time you spent explaining how orientation and scheduling takes place in the Telemetry Unit. I was impressed by how well your nurses appear to work together, and I can tell that you are very dedicated to making sure your nurses know that they have your support.**

**I believe I would be an asset to your staff because of my 2 years of experience as a Patient Care Tech on the Cardiac Stepdown Unit and also due to my 3 years of working in a busy, family-style restaurant. In both roles, I learned to work quickly as priorities changed, manage stress, and complete my tasks accurately.**

**I hope to hear from you soon regarding the outcome of your interviews. Thank you again for taking time to speak with me.**

**Sincerely,**

**Anna Maria Sanchez**

**Student**

**Bon Secours Memorial College of Nursing**