

Business Thank You Note

Letter addressed to firm representatives after the interview session:

Date
Name
Address
Email
Phone Number

Dear HR manager,

I would like to extend my gratitude for taking the time to discuss the financial analyst position at the Boston Consulting Group (BCG). After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

Our discussions have greatly increased my interest in the field of consultancy and heightened my enthusiasm for the position. I believe my education and internship experiences meet the job requirements and I look forward to contributing to your business goals. I appreciate that you took the time to really acquaint me with the company and its corporate culture; consequently I feel I could learn a great deal from you and would certainly enjoy working with your team.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. This is especially important, as I am sure you require people who can be trusted to carry out their responsibilities with minimal supervision.

I'd like to reiterate my strong interest in the financial analyst position and it was a pleasure to learn more about what I can bring to BCG. If I can provide any more information that would be of assistance to you, please don't hesitate to reach me on the above contact address. I look forward to hearing from you in the near future.

Sincerely,

John Oakley