**Email Thank you**

1. Create email (to be sent to Mrs. Markolovic)
2. Address the email to mmarkolovic@pnwboces.org
3. Re-attach your resume to the email

In your Email:

1. Use formal English AND clear but short sentences.
2. Use a professional business tone - no slang or street language.
3. **Proofread your email**…making sure that you have no typos and that you have short, clear sentences.
4. Your “professional” language is CRITICAL in the business/work world.

Sample #1

Dear Mr. Jones:

I enjoyed meeting with you yesterday to discuss the \_\_\_\_\_\_\_\_ position. The interview helped me understand all of the services your facility provides your customers, such as\_\_\_\_\_\_\_\_\_\_. I was impressed with the professionalism of your employees.

I have a sincere desire to pursue a career in the (HVAC, Law Enforcement, culinary, other) field. I plan to continue my education in this area. If you speak with my references, you will hear about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (provide positive skills about yourself).

Thank you for the opportunity to meet with you regarding employment.I have attached my resume to this email for your review. I hope to hear from you soon.

Sincerely,

Your Name Typed