**Thank You Note**

September 26, 2016

Dear Ms. Jones,

Thank you for taking the time to discuss the Cost Accountant position with me. It was a pleasure meeting you and Mr. Smith. ABC Company sounds like the perfect place for me to use my skills, especially since you use the WXY system, the same system I have been supporting the past three years.

If there is any additional information I can provide you that may help demonstrate my qualifications, please let me know.

Again, thank you for your consideration and I look forward to the possibility of joining your team.   
  
Sincerely,   
  
  
Joe Jobseeker