***Sample Thank you notes:***

*The Role:*

*Accounting Manager*

***Sample note #1: Basic***

*Hi Jimmy,*

*Thank you so much for chatting with me today. It was such a pleasure to learn more about the Accounting manager role, and I’m very excited about the opportunity to join* ***Common Good*** *and help your team achieve faster and more accurate* ***financial reporting.***

*I look forward to hearing from you about next steps, but please don’t hesitate to contact me if I can provide any additional information.*

*All the best,*

*Maria*

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***Sample note #2: Show that you listened!***

*Hi Jimmy,*

*Thank you so much for chatting with me today. It was such a pleasure to learn more about the Accounting manager role, and I’m very excited about the opportunity to join* ***Common Good*** *and help your team achieve faster and more accurate* ***financial reporting. I am glad to hear the team is already taking steps to automate the account payable and receivable function using Bill.com and will be thrilled to help scale this process further.***

*I look forward to hearing from you about next steps, but please don’t hesitate to contact me if I can provide any additional information.*

*All the best,*

*Maria*

*---------------------------------------------------------------------------*

***Sample note #3: Show off your knowledge or skills***

*Hi Jimmy,*

*Thank you so much for chatting with me today. It was such a pleasure to learn more about the Accounting manager role, and I’m very excited about the opportunity to join Common Good and help your team achieve faster and more accurate financial reporting. I am glad to hear the team is already taking steps to automate the account payable and receivable function using Bill.com.* ***As I’d mentioned on the call, I have 2 years experience working with the Bill.com application and can add value from day one. Also, as your team might already know, Bill.com recently announced their platform can now make payments to vendors outside of the US, which will help scale the company’s operations overseas. I’d be happy to lead or assist in this effort.***

*I look forward to hearing from you about next steps, but please don’t hesitate to contact me if I can provide any additional information.*

*All the best,*

*Maria*