

Thank-you Note Sample

Jane Banks
112 Ocean Pkwy, #4
Brooklyn, NY 11218

March 10, 2016

Lillian Murtha
Primary Care Administrator
Weill Cornell Medical College
211 East 80th Street, Second Floor
New York, NY 10075

Dear Ms. Murtha,

I am writing to thank you for meeting with me on March 8, 2016 to discuss the role and responsibilities of the Analytics/Patient-care Manager position with the Division of Primary Care at Weill Cornell Medical College.

As we discussed, the growth of the Primary-care department is critical to the hospital and well-being of NYC. I particularly found your discussion regarding the tracking and analysis of patient care of specific interest, because patient satisfaction, as you shared, is your number one **priority** and the method for gathering data is key.

I am certain that I can contribute to the department and in particular use my analytical and survey design experience, as well as my desire to help people to benefit Weill Medical **College**.

Thank you again for your time and consideration. Feel free to contact me at 718-432-1234. I look forward to speaking with you soon.

Sincerely,
Jane Banks

Commented [EM1]: Show you were listening; add something about what you learned from the interviewer.

Commented [EM2]: Add skills that are the most relevant for the position.