

THANK YOU

Don't skip this important step.

Thank You Letters help you stand out from the competition!



Be timely.

Send it within 24 hours of an interview. A hand-written note adds a thoughtful touch. However, an email is an ideal option for prompt follow-up.

Be authentic and show your strengths.

Show enthusiasm and thanks while adding something that you genuinely remembered or enjoyed about the interview. Also, reiterate your strengths.

Keep it short and proofread.

Your letter should be brief, easy to read, and error-free. This could be your last impression. Make it a good one.

New message

To

Subject **THANK YOU -- [JOB TITLE] INTERVIEW**

Hello *[Interview's Name]*,

Thank you for the opportunity to interview for the position of *[job title]*. I really enjoyed meeting you and learning more about your team. *[Consider sharing a point/observation from your conversation during the interview that affirms your interest in this position]*. I am very excited at the prospect of working together.

My experience in *[list experience related to position]* would enable me to quickly integrate my *[list 1-2 of your skills that align with the job]* for immediate impact in this role. *[This is another chance to show why you're a great match. Be brief and focused. Think back to the interview. What is the employer looking for? What's important for this position?]*

I look forward to hearing about the next steps. Please contact me at *[phone number]* if I can provide any additional information. Thanks again for your time and consideration.

Sincerely,
Your name

Email Example

Thank You

Dear *[Interviewer's Name]*,

Thank you for taking the time to interview me for the *(position)*. I really enjoyed learning *(insert something unique from the interview)*. *(Reiterate why you are the best choice to fill this position)*.

I'm very excited about this opportunity and look forward to the next steps. I hope to hear from you soon, please reach out for any additional follow up.

Thank you again,
Your Name

Hand Written Example

Send

