



How to Write a Post-Interview Thank You Email

Why write a thank you email?

- Show common courtesy and respect to the interviewer or recruiter.
- Stand out from other candidates. Very few candidates actually send a thank you, so the interviewer will remember you if you write one.
- Remind the interviewer why you're a good fit for the position.

Do...

- ✓ Use the interviewer's name in the greeting.
- ✓ Email within 24 hours of the interview.
- ✓ Use a personalized greeting like "Hello," "Hi," or "Dear."
- ✓ Write a separate, unique thank you email for each interviewer (if there were multiple interviewers).
- ✓ Keep the message brief.
- ✓ Check your spelling and grammar.

Don't...

- ✗ Overwhelm the interviewer with multiple follow ups.
- ✗ Send anything that will make you look bad (don't include hyperlinks unless asked for in the interview).
- ✗ Be too casual or informal.
- ✗ Write too much.

Be G.R.E.A.T!

Grateful – express gratitude for the opportunity to interview for the position

Reference – mention something discussed in the interview

Explanation – explain why you think you're the best candidate for the position

Action – state that you look forward to the next step in the process

Thanks –thank the audience for the interview and for their time

Example Thank You Email

Send	To...	Gordon, Jacob L.
	Cc...	
Subject 1 Thank You for the Interview		
<p>Hello Jacob,</p> <p>2 Thank you for taking the time to speak with me for the sales associate position at Verizon. The sales associate position sounds like a very rewarding experience, and I'm excited at the prospect of utilizing my marketing degree and Target internship experience. 3</p> <p>4 I really enjoyed our conversation about Verizon's initiatives to eliminate workplace biases, and I have already begun reading on how to better identify my own biases in a professional setting.</p> <p>5 Thanks, once again, for considering me for this position. Please don't hesitate to contact me if you have any questions. I look forward to hearing from you soon. 6</p> <p>7 Sincerely, Nora Ray</p>		

1. Note how the subject line includes the purpose of the email.

2. The first line of the message formally thanks Jacob for the interview.

3. Nora restates her interest in and qualifications for the position.

4. Nora reminds Jacob about their conversation during the interview.

5. Nora wraps up by thanking Jacob once again.

6. Nora keeps the line of communication open.

7. Nora closes by using "Sincerely."