

Thank You Letter Guide

Always send a thank you note post-interview. Send within 24 hours post-interview. Via e-mail is completely acceptable, handwritten if it can be delivered in a timely manner is okay as well.

To the [Title], [Person's Name – don't forget honorary titled (Dr., etc.) if applicable]:

Start with your name and when you interviewed.

My name is [your name]. I interviewed today/yesterday [date] for the [position you interviewed for] role at [company name].

Thank them for their time and re-state your continued interest in the role. If you are no longer interested in the role post-interview, it may still be appropriate to send a thank you note stating you are no longer interested in the role but appreciated their time. This is important for continued networking and good relationship building.

Reflect on the interview conversation. State what you are excited about regarding the role, something new that you have not previously stated. Include new information you discovered during the interview process.

Remind them of why you are a good fit (the best fit!) for the role. Share [new, if possible] insights into why you are a good fit for this position.

Finish off with an anecdote from your interview. This can be an “inside joke” from the interview that is lighthearted or deeper insight into the information you gained during the interview about the company or employees.

Thank them again for their time. Share appreciation for their time and state [in your own words] that you look forward to the next steps.

Sincerely,

First name Last name