

Post-Interview Thank You E-mail

Tips:

- Write your e-mail within 48 hours of the interview.
- Send a thank you e-mail to each person you had significant contact with during the interview(s).
- Keep it short (approximately 6-8 sentences).
- Reiterate your interest in the position and highlight your most relevant skills as discussed in your interview.
- Display effective communication skills and good business etiquette.
- Sending a thank you gives you an edge over your competition since other applicants may not send a thank you.
- E-mail and written thank you's are both appropriate options. Utilize e-mail if time is a consideration and you want to ensure they receive your correspondence in a timely manner.

Thank You Email Template:

Subject: Interview for [Job Title]

Dear Mr. or Ms. _____:

First Paragraph: Thank the interviewer for the interview. State the job for which you interviewed and the date of the interview. Reaffirm your interest in the position and the company.

Second Paragraph: Reiterate your strengths and why you would be ideal for the position. If applicable, mention something you forgot to say during the interview. Indicate any attachments that were requested by the interviewer.

Third Paragraph: Thank the interviewer for his or her time and consideration. Indicate your interest in further communication or providing additional information.

Sincerely,

Your Name

Email Address

Phone number with area code