

Interview Thank-you Note

Sending a thank-you email after an interview is a professional and courteous way to show your appreciation and reinforce your interest in the job. Follow these steps to customize and use the provided thank-you email template. Send the email within 24 hours of your interview!

1. Fill in the Basics

- **Subject Line:** Update the subject line with the title of the position you interviewed for, e.g., "Thank You for the Interview – Marketing Specialist."
- **[INTERVIEWER]:** Replace with the name of the person who interviewed you.
- **[CANDIDATE]:** Insert your own name at the bottom of the email.

2. Personalize the Introduction

In the first paragraph, replace:

- **[DATE]** with the date of your interview.
- **[JOB TITLE]** with the title of the position you interviewed for.

3. Add Specific Details

Reflect on the interview and include specific details about what you learned or discussed that made an impression on you. Replace:

- **[STATE A FEW DETAILS YOU LEARNED DURING THE INTERVIEW]** with key takeaways from the interview, such as company goals, team dynamics, or projects that interest you.

4. Highlight Your Skills

In the third paragraph, list 3-4 of your most relevant skills, accomplishments, or personal qualities that align with the role. Make sure to:

- Tailor these to the job and company, focusing on what makes you a strong candidate.
- Replace **[KEY SKILL / ACCOMPLISHMENT # 1]**, **[KEY SKILL / ACCOMPLISHMENT # 2]**, etc., with your specific skills, such as:
 - Strong communication and collaboration skills from leading team projects.
 - Proven problem-solving abilities demonstrated in prior internships.
 - Leadership experience gained through extracurricular activities.

5. Express Enthusiasm

In the final paragraph, re-emphasize your interest in the role and the company. Replace:

- **[COMPANY]** with the name of the organization.

6. Proofread and Send

Double-check for any spelling or grammar errors. Make sure the email is polished and professional. Send the email within 24 hours of your interview to leave a positive and lasting impression.

By customizing this template, you'll create a personalized and professional thank-you email that reinforces your candidacy and helps you stand out to potential employers!



Saremi Center for Career Development

Email Template

Subject: Thank You for the Interview – [JOB TITLE]

Dear [INTERVIEWER],

I want to sincerely thank you for the opportunity to interview for the [JOB TITLE] position on [DATE]. I truly appreciated the time you took to share more about the role and the direction of [COMPANY]. Our conversation confirmed my enthusiasm for this opportunity.

I was particularly interested to learn more about [STATE A FEW DETAILS YOU LEARNED DURING THE INTERVIEW], and I believe that my background, skills, and experiences align well with the needs of the position. Specifically, I can bring the following to [COMPANY or JOB TITLE]:

- [KEY SKILL / ACCOMPLISHMENT # 1]
- [KEY SKILL / ACCOMPLISHMENT # 2]
- [KEY SKILL / ACCOMPLISHMENT # 3]
- [KEY SKILL / ACCOMPLISHMENT # 4]

Please don't hesitate to reach out if you need any additional information from me. I look forward to the possibility of contributing to your team and am excited about the chance to grow with [COMPANY].

Thank you again for your time and consideration.

Sincerely,

[CANDIDATE]