Preparing a Post-Interview Thank You Note

Sending a thank you note after the interview can really set you apart from other candidates. By drafting and sending a thoughtful thank you note, you are signaling your continued interest and solidifies a positive impression with the interviewer.

The 5-Part Thank You Template

- How much you appreciated the meeting (the “thank you” part!)
- Something specific about the interview or items discussed
- Why you are excited about this opportunity
- A brief explanation of why you’d be a good fit for the job
- Next steps and your contact information

WHEN TO SEND A POST-INTERVIEW THANK YOU NOTE

Send it immediately, ASAP!

Make sure to send the note (via email) within 24 hours—and be sure to send one to everyone you interviewed with, not just the hiring manager.

Resumé

Paula Panther
2833 Panther Lane
Atlanta, GA 30889

Dear [interviewer name],

Thank you again for taking the time to speak with me about the [job title] position and for giving me additional insight into the responsibilities and day-to-day duties involved. Our conversation today only increased my interest in the role. I would be thrilled to use my [insert a skill or two that you discussed in your interview, such as “editorial skills and background research and interviewing”] to benefit [company name] and your goals, including the work you're doing on [insert a specific example of a project or work your interviewer mentioned, such as “expanding into video and other multimedia content”].

Please don’t hesitate to reach out if you have additional questions for me! I look forward to having another conversation with you soon.

Best regards,

[Your Name]