

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.

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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]