



BEFORE YOU WRITE

Sending a thank you note 24-48 hours after each interview demonstrates to the employer a true interest in the position and provides another opportunity to get your name in front of them in a courteous and professional manner.

If you were interviewed by two or more people, you need to send a separate thank you note to each person. During your interview, make sure you have the name and contact information of every person who interviewed you so that you can thank them after.

Be sure to also send a personalized thank you note to the person who coordinated your visit, whether they helped you with directions, parking, or flights and hotel. Even if they did not participate in your interview, they could have a say in the final decision.

Schedule an appointment with a [Career Coach](#) for a thank you note consultation or review.

TEMPLATE 1 | FOLLOWING UP AFTER A PHONE OR SKYPE INTERVIEW

Subject: Thank You _ Your Name Phone / Skype Interview

Dear Ms. Schroeder:

It was a pleasure speaking with you today regarding the _____ (*position*) with _____ (*company*). The position, as you presented it, seems to be a good match for my skills and interests. The detailed information that you provided about the goals of _____ (*department or company*) confirmed my desire to work with the team.

In addition to my enthusiasm, I will bring to the position _____, _____, and _____. (*This paragraph can be expanded upon in 1-2 sentences, reiterating skills you will bring to the position.*)

Thank you for taking the time to speak with me about this position. I look forward to hearing back regarding the next steps of the interview process.

Best,

Your Name
you@email.com
XXX-XXX-XXXX

TEMPLATE 2 | FOLLOWING UP AFTER AN IN-PERSON INTERVIEW

Subject: Thank You _ [Your Name] Interview

Dear Ms. Yu:

It was a pleasure meeting you yesterday during my interview for the _____ (*position*) with _____ (*company*). My experience during the interview reaffirmed that this position is a natural fit with my strengths, talents, and abilities. Thank you for the time you took to meet with me and answer my questions.

In addition to my enthusiasm for performing well in this collaborative environment, I will be able to contribute my expertise in _____, _____, and _____. (*This paragraph can be expanded upon in 1-2 sentences, recapping your main points from the interview process that you want to be remembered.*)

I remain very interested in this position and I look forward to hearing about this opportunity. Please contact me if further information is needed regarding my candidacy.

Thank you for your time and consideration.

Best,

Your Name
you@email.com
XXX-XXX-XXXX

TEMPLATE 3 | FOLLOWING UP FROM A REJECTION

Note: While it may be difficult to write an email to your contact after receiving a rejection, doing so demonstrates resilience and professionalism.

Subject: Thank you for the opportunity

Dear Mr. Vaianna:

I would like to again thank you for considering me as the _____ (*position*) with _____ (*company*). My experience meeting you and your team (*if applicable*) was truly enjoyable.

The interview process granted me the opportunity to learn more about _____ and _____. (*This paragraph can be expanded upon in 1-2 sentences.*)

My interest in _____ (*company*) remains sincere and if an opportunity that matches my experience and talent opens up, I would be interested in applying and being considered as a candidate.

Sincerely,

Your Name
you@email.com
XXX-XXX-XXXX