

TEMPLATE FOR A THANK YOU EMAIL

Following up after an interview with a personalized thank you note can help you stand out as a candidate. Don't forget, timing is everything! Make sure to send your thank you note within 24 hours of your meeting. Copy the template, change the bolded text, and you're ready to hit send!

TEMPLATE 1:

Ms./Mr. **(Last Name of the Interviewer)**,

I wanted to reach out and say thank you for interviewing me for the **(Job Title)** position at **(Organization Name)**. Please pass my thanks along to **the rest of the team/(Names of People Who Interviewed You)**. It was wonderful meeting with all of you and hearing your insight into the position's day-to-day responsibilities.

The position seems to be an excellent match for my skills. You mentioned that the department is interested in **growing their social media presence** - I feel that my experience with **website optimization** would be a valuable addition to the team.

Again, I appreciate the time you took to interview me. I'm very interested in working for **(Organization Name)** and look forward to hearing from you regarding this position.

Sincerely,
(Your Name)
(Your Phone Number)
(Your Email Address)

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TEMPLATE 2:

Dear Ms./Mr. **(Last Name of the Interviewer)**,

I wanted to reach out and say thank you for interviewing me for the **(Job Title)** position at **(Organization Name)**. The position seems to be an excellent match for my skills and experience, and your insight into some of the responsibilities of the position made me even more interested than I was when I initially applied!

It was encouraging to hear that the department has such *open channels of communication* and *places so much importance on team bonding*. The organization's *culture* and *focus on its people* solidified my desire to work with **(Organization Name)**.

In addition to my *enthusiasm*, I'll bring to the position *strong communication* and *organizational skills*, and a *creative perspective on problem-solving*.

Again, I appreciate the time you took to interview me. I'm very interested in working for **(Organization Name)** and look forward to hearing from you regarding this position.

Sincerely,

(Your Name)

(Your Phone Number)

(Your Email Address)

Best of luck!