



# Interview Thank You Email

Just had an interview? Great! Now it is time to follow up!

## Prepare

- Be sure to get the interviewer's email address—there may be more than one interviewer, so be sure to get contact information for each one.
- DURING the interview, make a note (either a mental note, or take brief notes during the interview) of something specific that you learn from EACH interviewer.

## Goals

Following up can be a crucial part of the interview process. A thank you email should:

- Be specific to EACH interviewer
- Thank the employer for their time / the opportunity to interview
- Illustrate your engagement with the process
- Reiterate your interest in the position
- Indicate next steps

Here is a sample

## Steps

Greeting

Subject: Thank you!

Dear (insert interviewer's name here),

Thank the interviewer

Thank you for taking the time to speak with me this morning regarding the \_\_\_\_\_ position with \_\_\_\_\_ company.

Cite something specific from the interview to show engagement/interest

During the interview, I appreciated the insights you shared about how your company's dedication to collaboration is central to the way teams are structured. That really resonated with me, as I believe that collaboration is one of the best ways to gather good ideas quickly.

Reiterate your interest in the position

As I indicated in the interview, I am highly interested in the \_\_\_\_\_ position and excited by the possibility of working for \_\_\_\_\_ company. I hope to move forward in the hiring process and look forward to hearing from you.

Indicate next steps

Sincerely,  
Daisy Duck

Tip: Be sure to send the email in a timely manner—try to get it to the interviewer within 24 hours.