

# THANK YOU LETTER AFTER INTERVIEW

Sending a thank-you note after the job interview has become an accepted—and expected— practice for job seekers. This is your opportunity to remind the interviewer of your interest, reiterate your qualifications and fill in any details you neglected to mention in the interview.

## HERE ARE SOME TIPS FOR THE WRITING THE PERFECT JOB INTERVIEW THANK-YOU NOTE:

- **Fast Is Best** - Write and send that thank you note immediately after your interview. Send it by the end of the next day at the absolute latest.
- **Email Your Gratitude** - Because of the need for speed, email is often the best choice for conveying your post-interview thanks. Sending a mailed hand-written note along with the email can also be a nice gesture, although this is optional.
- **Start with a Sincere Thank You** - You can't go wrong with a first line that conveys your appreciation for the interviewer's time. Next, communicate how much you enjoyed the meeting and learning more about the company and the position. If you are able to quote a particular remark or detail that stood out, that can add a nice personal touch.
- **Fill in Gaps** - The thank-you note is also an opportunity to revisit any point you forgot to make during the interview or clarify any points that you didn't make eloquently. However, this is not a cover letter revisited, so keep it pleasant and informal.
- **Reiterate Your Key Strengths** - Underline what an asset you will be to the employer. Your thank-you note allows you to refresh the interviewer's memory and reinforce their impression of you.
- **Reiterate Your Interest** - You should also make the point that you are convinced more than ever that you are a great fit for both the job and the organization.
- **Keep It Professional** - Informal does not mean excessively casual or too familiar. Unless the interviewer has insisted on being addressed by first name as part of your relationship, it is best to address the note to Mr. or Ms. in your salutation. Sign with your first and last name.

**EXAMPLE 1**

Dear Mr. Foster,

Thank you for taking the time to meet with me this morning. I must say that I am even more excited about the position since meeting with you. It was great to learn more about the opportunities at your company.

Our conversation also reinforced my confidence that my accounting experience and attention to detail would make me a valuable asset to your well-managed department. Thanks to my background at Goliath Industries, I would require very little training and could start contributing on Day 1.

I would be very interested in continuing the conversation about this opportunity. Please let me know if I can provide any additional information or if you'd like to schedule a follow-up meeting.

Best Regards,

Eugene Gatling

Cell phone: 570-942-2499

**EXAMPLE 2**

Dear Ms. Remington,

Thanks for being so generous with your time today. I enjoyed meeting with you and learning more about your needs for the Marketing Manager position.

Your insights on social media marketing trends were particularly interesting. With my background in online marketing and my recent experience managing successful social media campaigns for Goliath Corporation, I feel I could really excel in the Marketing Manager role. In fact, I neglected to mention the most recent example of my strength in this area -- our Facebook campaign that resulted in a 80% increase in traffic to our site and a 25% jump in online sales.

I remain very interested in the position and look forward to discussing next steps with you.

Sincerely,

Jennifer Lee

*Adapted from Big Interview*



**CSLD**

[csld.sfsu.edu](http://csld.sfsu.edu) • 415.338.1764



SAN FRANCISCO  
STATE UNIVERSITY