

THANK YOU NOTE

Sending a thank-you note after an interview can set you apart—and may even be the reason you get the job. A handwritten, personalized thank-you note is ideal, as it demonstrates thoughtfulness and effort. However, if the employer is making a decision quickly or the timeline is unclear, a well-crafted email is an appropriate and timely alternative.

Dear [Interviewer's Name],

Thank you very much for the opportunity to interview for the [Job Title] position at [Company Name] on [Interview Date]. I appreciate the time you took to speak with me and share more about the exciting work your team is doing.

I particularly enjoyed learning more about [something specific discussed during the interview—e.g., a project, company culture, values, or future goals]. Our conversation further confirmed my interest in joining [Company Name] and contributing to [mention something relevant you bring to the role—e.g., a specific skill, experience, or goal].

I am very enthusiastic about the possibility of becoming a part of your team and contributing to [Company Name]'s continued success. Please do not hesitate to reach out if you need any additional information from me.

Thank you once again for your time and consideration. I look forward to the possibility of working together.

Warm regards,
[Your Name]

TIPS:

- Express appreciation: Begin by thanking the interviewer for their time and the opportunity to speak with them.
- Reinforce your value: Highlight your most relevant skills and experiences that align with the role.
- Keep it succinct: Be clear, confident, and brief—aim for 3–5 impactful sentences.

