

# THANK YOU NOTES guide

## Email Subject

Use the words “thank you” and the position title

## Greeting and Initial Thank You

Open with “*Dear First Name,*” or “*Mr. / Ms. Last Name,*” then thank the interviewer for taking the time to speak with you

## Interest and Enthusiasm

Mention one or two key points that reaffirm your excitement about the company or position and express confidence in your ability to excel in the role

## Qualifications and Skills

Restate why you are the best candidate for this position

## Final Thank You and Signature

Close by thanking the reader for the interview and expressing your desire to move forward in the hiring process, then sign off with your full name and phone number



# THANK YOU NOTES sample

## Email Subject Line:

Thank You - Assistant Account Executive Interview

## Email Message:

Dear John,

I greatly appreciate the time you took to meet with me today to discuss the Assistant Account Executive position. This position is an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

Thank you again for your time. I am very interested in working for you and look forward to hearing from.

Sincerely,

Victoria Bruka  
555-555-5555

*Initial Thank You*  
*Interest and Enthusiasm*  
*Qualifications and Skills*  
*Final Thank You*



# THANK YOU NOTES

## practice + review

**Practice** Writing Your Complete Thank You Note below:

**Review** Your Thank You Note(s) Check for the following:

**Personalized** a note to each interviewer

**Verified** name spelling(s) and email address(es)

**Referenced** a highlight from my conversation or mentioned something I didn't get the chance to share during the interview

Showed **enthusiasm** for the company and job

Stated how my **experience** and **skills** make me a strong candidate

Checked **spelling** and **grammar**

Limited note to **short, concise** paragraph(s)

Sent within **24 hours** of interview

