

What to Include in a Thank You Email After an Interview

- 1) Subject Line:** Keep it clear and relevant, such as “Thank You for the Opportunity - [Your Name]” or “Appreciate Your Time - [Job Title] Interview.”
- 2) Personalized Greeting:** Address the interviewer by name.
- 3) Expression of Gratitude:** Thank them for their time and the opportunity to discuss the role.
- 4) Reaffirm Your Interest:** Highlight your enthusiasm for the position and the company.
- 5) Key Takeaways:** Reference a specific topic from the interview to make your email more memorable.
- 6) Closing Statement:** Express your eagerness to move forward in the process and invite them to reach out for any additional information.
- 7) Professional Sign-Off:** Use a formal closing such as “Best regards” or “Sincerely,” followed by your name and contact information.

Sample Thank You Email After an Interview

This sample should be used as a guideline - not an opportunity to copy and paste. Please reflect on your own unique experience to add some depth and personality to your note.

Subject Line: Thank You for Your Time – [Job Title] Interview

Dear [Interviewer's Name],

I sincerely appreciate the opportunity to meet with you [yesterday/today] to discuss the [Job Title] position at [Company Name]. It was a pleasure learning more about the team and the exciting work being done.

Our conversation about [specific topic discussed] really resonated with me, and it reinforced my enthusiasm for joining [Company Name]. I am particularly excited about [mention a key aspect of the role or company that stood out to you], and I believe my experience in [relevant skill or experience] aligns well with your needs.

Thank you again for your time and insights. Please feel free to reach out if you need any additional information from me. I look forward to the possibility of contributing to [Company Name] and hope to stay in touch.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]