



“THANK YOU” EMAIL OUTLINE

Your Contact Information (copied from your resume)

Date

Interviewer's Name
Interviewer's Job Title
Company Name

Dear Ms. (or Mr.) Interviewer's Last Name: (or Dear Hiring Committee:)

Initial Paragraph – Express appreciation for the opportunity to be interviewed, while conveying your enthusiasm. Refer to the position for which you were making application and when you interviewed. It is optimal if you are able to state “yesterday” or even “this morning” or “this afternoon,” since, ideally, you should write this email within 24 hours.

Next Paragraph(s) – Remind them of the strong qualifications or background you have that will enable you to perform the necessary duties entailed in the job description. If there were qualifications or areas that appeared weak during the interview, try to dispel them. Point out how your strong points address the specific concern or what additional efforts you can make to compensate.

Mention one or two areas that were discussed in the interview that were of prime interest regarding the position, or information that was enlightening or beneficial.

At some point in the letter, make a specific statement reiterating that you would like the position (of course, if this is the case) and describe how you could be an asset to the organization.

Last Paragraph – Close by indicating that you look forward to the results of the interview or that you will contact them in a week to check the results (or whatever time frame you mentioned at the interview). Also remember to express your thanks.

Sincerely,

Scanned signature or first and last name in a typed signature font

Your name typed

SAMPLE "THANK YOU" EMAIL

SAM SMITH
Boulder, CO 80304
Sam.Smith@email.com
303-xxx-xxxx

March 12, 20xx

Ms. Joan Johnson, JD, SPHR
Director of Human Resources
Boulder Computers, Inc.

Dear Ms. Johnson:

I appreciated the opportunity yesterday to interview for the Personnel Counselor position. After our meeting, I am more convinced than ever that I could contribute to the success of your accounting staff by meeting their HR needs.

As we discussed in the interview, my skills match the job requirements. My degree and multiple internships in human resources provide me the knowledge and experience of working with a diverse group of employees. I have educated employees on benefits packages, assisted with the administration of human resource-related documents, and maintained excellent organization of employee files. As a result, I could immediately address the needs of your staff.

I was very interested in your comments about a retirement advisement program for your employees. As we discussed yesterday, I've had success with developing and implementing similar programs, so I'd be particularly excited by the challenge to innovate and deliver such a program.

I will contact you to follow up next week and look forward to speaking with you again. Thank you for your time and positive consideration.

Sincerely,

Sam Smith

Sam Smith

“THANK YOU” EMAIL CHECKLIST

Your Contact Information (copied from your resume)

Today's Date

Interviewer's Name
Interviewer's Job Title
Company Name

Dear _____:

- ___ 1. Express appreciation for the opportunity to be interviewed.
- ___ 2. Refer to the position for which you were interviewing and when you interviewed (hopefully you are able to state “this morning” or “yesterday” since you should write this letter within 24 hours.)
- ___ 3. Mention the strong qualifications or background you have that will enable you to perform the necessary duties entailed in the job description.
- ___ 4. If there were qualifications or areas that appeared weak during the interview, try to dispel them. Point out how your strong points address the specific concern or what additional efforts you can make to compensate.
- ___ 5. Mention one or two areas that were discussed in the interview that were of prime interest regarding the position or information that was enlightening or beneficial.
- ___ 6. At some point in the letter, make a specific statement that you would like the position and describe how you could be an asset to the organization.
- ___ 7. Close the letter by indicating that you look forward to the results of the interview and that you will contact them in a week to follow up (or re-iterate whatever time frame you mentioned at the interview).
- ___ 8. In the closing paragraph remember to express your thanks.

Sincerely,

Scanned signature or your first and last name typed with a signature font

Your name typed