



THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

Interview Thank You Note Tips & Examples

Immediately email a thoughtful thank you note to all the attendees at your interview. A hand-written note is a wonderful gesture; however, your interviewer may be working remotely and not receive it in a timely manner. Additionally, the hiring process moves quickly today and an email is the most efficient route.

Examples:

Dear **Mr. Smith**,

I want to thank you for your time in interviewing me for the **Account Management** position with **ABC Company**. I really appreciate the opportunity to discuss the role and learn more about the company culture.

It was great learning more about **something you spoke about in interview, something you spoke about in interview, and something you spoke about in interview. (1, 2, or 3 things you spoke about in your interview).**

I'd really like to join your team, and I'm ready to work hard to make a valuable contribution and exceed your expectations.

Thank you for your consideration.

Sincerely,

Jane Student

To learn more about thank you notes and examples follow this [Indeed article](#).