

Thank-You Notes After Job Interviews

Sending a thoughtful thank-you note after a job interview can influence the result of your job search by emphasizing your qualifications and helping distinguish you from other candidates.

Why should I send a thank-you note?

A thank-you note is an often overlooked but important step in the job interview process. It reinforces your interest in the position, expresses appreciation for the opportunity, and shows professionalism, helping to solidify a positive connection with the interviewer.

When and to whom should I send a thank-you note?

It is typical to send a thank-you note within 24 hours after the interview. This timeframe ensures your application is still fresh in the interviewer's mind and demonstrates your promptness and enthusiasm.

- One-on-one interview: Send the note to the individual who interviewed you. The hiring manager typically handles this process.
- Multiple interviewers: Send individual thank-you notes to each person who interviewed you (provided you have their contact information) to acknowledge their individual contributions to the interview process.
 - If you do not have the email addresses of all interviewers, send a single thank-you note to your main interview contact. Include a salutation that addresses all interviewer names.

Tips to Consider

- Always send email thank-you notes and other professional correspondence using a professional email address. Ensure that your email username reflects your legal name and avoids slang or immature words.
- Remember specific topics discussed during the interview to personalize your note. Attention to detail shows your genuine interest in the role and the organization.
- Double-check your note before sending it to ensure it is free of grammatical errors.

How do I format a thank-you note?

Handwritten Letter vs. Email Note

- Thank-you notes can be sent digitally or as handwritten notes. In today's digital age, sending a thank-you note via email is more common and practical, as it allows for prompt delivery.

Email Note Formatting

- Salutation: Always begin the note with a respectful greeting, such as "Dear," "Good morning," or "Good afternoon," followed by the recipient's title and last name.
 - Mr./Ms.: These general titles are for individuals who do not hold a doctorate and are appropriate in most social and professional contexts.
 - Note that "Ms." should be used instead of "Mrs." or "Miss" to avoid making assumptions about a woman's marital status.
 - Dr./Professor: Use these titles for individuals holding doctoral degrees or academic positions, showing respect for their professional achievements.
- Opening Paragraph:
 - Express your gratitude for the opportunity to meet with them.
 - Mention the specific job (by title) for which you interviewed.
- Body Paragraph:
 - Include topics discussed during the interview to demonstrate attentiveness and engagement.
 - Reference any meaningful conversation from the interview, and/or express enthusiasm about specific aspects of the job or company.
 - Reiterate your interest in the position and explain how your qualifications align with the role.
 - Use key skills or experiences as supporting examples.
- Closing Paragraph:
 - Thank them again for their time and express your enthusiasm about the opportunity.
 - Invite them to follow up, and mention that you are happy to provide any additional information or discuss the role further if needed.
- Sign-Off:
 - Close the email with a professional sign-off, such as "Best regards," "Sincerely," or "Thank you,".
 - Sign the email with your full name and contact information.

See the next page for a full example of an appropriate, professional thank-you email.

Sample Thank-You Email After an Interview

Subject line: Thank You for Your Time

Dear Ms. Yang,

Thank you for taking the time to interview me this afternoon for the Business Analyst position. It was a pleasure speaking with you and learning more about the team and the exciting work being done at Amazon.

Our conversation about the position and the analyst team's strategic objectives confirmed that this role is a strong match for my skills and experience. I was particularly excited to learn about the upcoming data analytics initiatives and how your team is leveraging machine learning to enhance process modeling. With the data analysis skills I developed at San Jose State University and in previous internships, I can make a valuable contribution to the team.

Once again, thank you for your time and consideration. I am excited about the opportunity to join Amazon and contribute to the continued success of the team. Please do not hesitate to reach out if you would like to discuss my qualifications further.

I look forward to hearing from you and hopefully working together soon.

Best regards,

Lily Grey
lily.grey@email.com
(888) 123-4567

Activity: Professional versus Informal Thank-You Notes

Compare the two thank-you emails written by a fictional person named Elizabeth Moore. Your task is to identify what makes each note formal or informal. At the end, draw a conclusion about the differences between the two types and explain which one you would prefer to send to an employer. Attempt to include as many reasons as possible for your decision.

Sample A:	Sample B:
<p>Subject line: Thanks!</p> <p>Hi Jane,</p> <p>Just wanted to thank you for meeting with me today.</p> <p>I really appreciate your time and the opportunity to learn more about the position. I had a really good time meeting the team touring the school. I love working with kids. It sounds like a great team to work with!</p> <p>Looking forward to hearing back. :)</p> <p>Best, Elizabeth Moore</p>	<p>Subject line: Thank You for the Opportunity</p> <p>Dear Ms. Carino,</p> <p>I wanted to thank you for the opportunity to interview for the Elementary School Teacher position today.</p> <p>I truly appreciate the time you took to speak with me and share information about the exciting initiatives at Cedar Oak School District. I was particularly impressed by the district's commitment to integrating hands-on learning in the classroom, as well as its focus on creating a collaborative environment for both teachers and students. My experience in designing interactive lessons and my passion for creating inclusive learning spaces will enable me to contribute effectively to these efforts.</p> <p>The position aligns well with my skills and interests, and I am excited about the potential to contribute to the growth and success of your students and team.</p> <p>I look forward to the opportunity to work together.</p> <p>Sincerely, Elizabeth Moore moore.elizabeth@yahoo.com (123) 456-7890</p>

Answer Key

Sample A: Informal, leaves a careless impression on the employer.

- Casual subject line: The subject is vague and unclear, which may cause confusion for the interviewer.
- Informal greeting: While “Hi” may be acceptable in casual settings and/or with individuals you know well, it is preferable to use a formal salutation—including an appropriate greeting, title, and last name—in a professional context.
- Casual language: There are many instances where this email uses phrases such as “Just wanted to thank you” and “I had a really good time.”
- Emojis: They may seem like harmless additions, but adding emojis can appear lighthearted and may undermine the sincerity of your message in a professional context. It is best to avoid them in formal communications.
- Lack of specificity: The email lacks specific details about the interview, such as why you are interested in the position or which aspects of the role you found most compelling. Omitting these details diminishes the impact of your email.
- No contact information: Including your contact information is helpful because it makes it easier for the employer to reach you quickly if needed.

Sample B: Formal and effective thank-you note, as it conveys professionalism.

- Subject line: “Thank You for the Opportunity” is clear and appropriate, setting the right tone from the beginning.
- Formal greeting: Sample B uses the interviewer's proper title and last name, maintaining a professional approach.
- Polite and professional tone: The language is respectful, confident, and sincere, avoiding both arrogance and informalities.
- Clear connection to the role: The email effectively reminds the interviewer of the candidate’s relevant skills and experience to emphasize why they are a strong fit for the position.
- Contact information included: The phone number at the end makes it easy for the employer to reach the candidate quickly.

References

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