

# Thank You Letters

Sending a thank you email after every step of the interview, including the phone screen, virtual and/or in person interview, will help you stand out! Remember to ask for the interviewer's contact information and the contact information of each person with whom you interview. Be sure to individualize each thank you email and send them in separate emails no later than 24 hours after the interview.

In the thank you email, reference specific examples and stories from your interview that impressed the interviewers. This helps the interviewer remember you over the other candidates. If there was something that you may have forgotten to mention or wanted to articulate further, use this as an opportunity to do so.

## Sample Format

Dear [Name]:

**Paragraph 1:** Thank them for interviewing you for the position. Mention what impressed you and stuck with you during your time interviewing with them and talking to them. Be sure to add something specific for each interviewer, this is why you shouldn't send them all the same letter.

**Paragraph 2:** Reiterate skills that they seem to be really looking for and why you would be a good fit. This is also your chance to mention something that you may have forgotten to mention at the interview.

Thank them here!

Sincerely, [Your Name]

What if I didn't interview with a human? You may have done your interview with a computer, but it was a human recruiter who reached out to you for the opportunity to interview. Direct your thank you letters to them! If it was a general email address, consider the following:

- Any contact person in any communications you received about the interview.
- The position's hiring manager.
- Human resources representative that you may have corresponded with.

No matter who you interview was with or how your interview took place, sending a thank you letter for every interview every time is essential.