

Thank You Email Template

Congratulations! You completed the interview for your dream job and are waiting to hear back from the hiring manager. However, your part does not end there. Writing a thank you email is a nice way to set yourself apart as a candidate. Thank you emails demonstrate your passion for the company and the position. Thank you emails are also great to send even if you don't get the job. It leaves a good impression with the employer and you never know when a position you will be perfect for will open up.

Guidelines To Follow:



- Keep it short, a short paragraph or two is sufficient.
- Include something from the interview that you spoke about. For example, a problem that the interviewers mentioned that you can solve or something memorable that was mentioned in the interview.
- Use the email address(es) that HR has used to schedule the interview or ask for a business card during the interview.
- Sending an email is ideal, but you can send a written letter as well.

Example: After the interview

Hello [Interviewer Name],

Thank you for taking the time to meet with me on [date of interview] about the [position title]. It was great to learn more about the team and position, and I'm very excited about the opportunity to join [Company Name].

I feel that I can be an asset to the company by [increasing sales, creating new partnerships, providing excellent customer service] through my [number] years in the industry.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

Thank you again for your time and consideration.

Best regards,
[Your Name]

Example: If you didn't get the job

Hello [Interviewer Name],

Thank you for taking the time to meet with me on [date of interview] about the [position title]. It was great to learn more about the team and position.

Even though I was not chosen for the position at this time, I would kindly request that you keep my name on file. Should any positions open up that you feel I would be a great fit for, please reach out to me at [phone number] or [email].

In addition, if there is any feedback on the interview that you would like to share with me so that I can improve, I would greatly appreciate it.

Thank you again for your time and consideration.

Best regards,
[Your Name]