

THANK YOU FOR THE INTERVIEW EMAIL

This is one of the most important yet least used tools in a job search. It is used to establish goodwill, to express appreciation, and/or to strengthen your candidacy. When used to follow up on employment interviews, thank-you letters should be sent within 24 hours to everyone who interviewed you.

NOTE: It is also important to write thank-you letters after completing your internship or practicum experience. Check out:

www.themuse.com/advice/internship-thank-you-letter-examples-templates
www.betterup.com/blog/thank-you-email-after-internship

EMAIL SUBJECT: Position Title - Thank You for the Interview

TO: Hiring Committee Contacts or HR if no contacts to request it is forwarded to hiring team

FROM: First Last Name

Dear Susan Carson,

I want to thank you for taking the time to interview me yesterday for the child-care position at the Bremerton Child Development Center. It was a pleasure meeting you and learning more about your school.

Our conversation further strengthened my enthusiasm for the position and my interest in working with your team. My background in child development, along with my summer jobs and recent volunteer work as a storybook reader at the community center, has prepared me well for a child-care position. I was particularly excited to hear about the field trip program you mentioned, and I would love the opportunity to contribute to that effort.

It was a pleasure meeting you and your staff, and I look forward to hearing from you soon. Please feel free to reach out if you need any additional information. I can be reached at (000) 555-5555.

Thank you again for your time and consideration.

Sincerely,

First Last Name

SUPD Example

EMAIL SUBJECT: Position Title - Thank You for the Interview

TO: Hiring Committee Contacts

FROM: First Last Name

Dear Interviewer's Name,

I hope this message finds you well. I wanted to sincerely thank you for the opportunity to interview for the [Job Title] position at [Company/Organization Name] on [Interview Date]. It was a pleasure speaking with you and learning more about your team and the impactful work being done within your organization.

Our conversation further confirmed my enthusiasm for the role and my interest in contributing to your mission of delivering compassionate, evidence-based behavioral healthcare. I especially appreciated hearing about [mention a specific topic discussed - e.g., a program, approach, or value that stood out to you], which aligns closely with my professional values and goals.

Thank you again for your time and for sharing insights into the role and organization. Please don't hesitate to reach out if you need any additional information from me. I look forward to the possibility of joining your team and supporting your important work.

Warm regards,

Your Full Name

Your Phone Number

Your Email Address