

Post Interview Thank-You Emails

Thoughts and Directions

- **Try to reference something discussed:** a quick yet personalized, intimate statement or two referring to a discussion that happened during the meeting will help the interviewer more readily recall you as a candidate (in the world of persuasion, familiarity breeds fondness).
- **Appear sincere and appreciative of their time**
- Post-interview follow-ups are the last impression you will make on that hiring manager before they decide on the final status of your applicancy. Often, the most recent impression you make on someone is the most impactful.
- Many candidates wholly underestimate the importance of writing a thoughtful, compelling post-interview follow-up note and think of this part of the process as having minimal influence. Avoid using cliché phrases such as “hard worker” or “passionate.”

General Template

Hi _____

I wanted to quickly write and thank you for your time and introduction to {COMPANY NAME}. In an underlying sense, I got the takeaway that the the people at {COMPANY NAME} have a real bias for action and even though it's not always easy, have a sincere desire to win.

While you never can be 100%, based upon your strategic objectives, I think that I would prove to be not only an asset from a return on investment standpoint, but also add to the culture and optimism around the office.

I am hoping that there is enough agreement on your end regarding my potential to move the process forward. Prior to that, if you have any questions for me, please do not hesitate to call or write. I am more than happy to help answer them.

Otherwise, thank you again and look forward to the prospect of continuing the process.

