

## Thank You- Interview Follow up

It's important to understand how crucial this part of your job search is. Sending *any* thank you email after a job interview puts you ahead of over half of the competition.

A great, *personalized* interview thank you email? That's a difference maker. The bottom line: yes, you always need to send a "thank you for an interview" email.

- According to a recent study, 1 in 5 recruiters and hiring managers will automatically dismiss a candidate if they haven't sent an interview thank you email.
- What's more, this survey revealed 80% HR managers consider thank you emails helpful for reaching the final hiring decision.
- Another report by Careerbuilder shows that 57% of job seekers don't send thank you notes after an interview.

\*statistics provided by Zety.com

## THANK YOU EMAIL TEMPLATE

*Subject Line: Thank You [Interviewer's Name]*

*Hello [Interviewer's Name],*

*Thank you so much for taking the time to meet with me and talk about the position of the [Position Name] yesterday.*

*Our conversation made me even more excited to join [Company Name]. What interested me in particular was [something specific you discussed during the interview].*

*I was thinking about what you said on [the upcoming challenge your interviewers mentioned]. In my current/previous role as [your current position] I found that [a quick explanation of how you tackled a similar problem].*

*I'm sure my experience can translate into similar success as your new [the name of the position you're applying for].*

*If you need any additional information from me at this point, please feel free to contact me. I'm looking forward to hearing back from you on [the specific date established during the interview].*

*Thanks again for your time!*

*Sincerely,*

*[Your sign-off]*

**Still waiting to hear back? See:**

- [How to Follow Up on a Job Application](#) (read this if you never heard back after sending your resume)
- [How to Follow Up After an Interview](#) (read this if you never heard back after an interview)

For more information contact:

Rachel Vingsness  
Director of Career Development  
Natick Service Council  
508-655-1791 ext. 17  
[www.natickservicecouncil.org](http://www.natickservicecouncil.org)  
"Neighbors Helping Neighbors"