



Interview Thank You Email Format & Template

Format

A good interview thank you email, or note, should contain three essential pieces:

1. Show appreciation for their time and thank them
2. Mention something specific you talked about in the interview, so they know it's not a cut & paste email
3. Express interest in the position and tell them you're excited to learn more

Optional:

- Include any clarification of answers you gave during the interview
- Invite them to contact you if they have any questions/concerns, or need clarification on anything discussed
- Show that you're confident you can perform well in this role and explain why. Tell them why you feel you could excel in the position

Template

Dear <Interviewer's Name>,

Thank you for taking the time to speak with me <yesterday/Friday/etc.> about the <Job Title> position at <Company Name>. It was a pleasure talking with you, and I really enjoyed hearing all the details you shared about the opportunity.

The information you shared about <Something specific about the job that interests you> sounded particularly interesting.

I am confident that my skills will allow me to come in and succeed in this role, and it's a position I'd be excited to take on.

I'm looking forward to hearing from you about the next steps, and please don't hesitate to contact me in the meantime if you have any questions.

Thank you again, and I hope to hear from you soon.

Best Regards,

<Your Name>

<Your Phone Number>