



# Interview Follow-Up: Thank You Email

---

Sending a thank-you email after an interview is good practice in the professional world. It shows how enthusiastic you are about the role and may give you an edge in the consideration process before the next phase by leaving a good impression on your interviewer.

## TIPS

---

**Be concise:** Keep your email straight to the point and brief. Include necessary details but avoid making it too lengthy. Aim to keep it within a page to increase the chances of the interviewer reading it.

**Be mindful of your tone:** Consider the organization you are applying to and use an appropriate tone. Use a formal tone for bigger organizations or professional services firms. When in doubt, it's better to use a formal tone and use tone check software if needed.

**Exercise patience:** Wait for a while before sending a follow-up email. Ideally, wait for two weeks after the thank-you email. If the interviewer has specified a different timeframe, follow their instructions.

## STEP 1: BEGIN WITH A SUBJECT LINE

---

- Use a concise, impactful subject line that is specific to you
- Include phrases like "Thank you for the interview today" and consider adding your name or initials
- Keep the subject line an appropriate length

## STEP 2: FOLLOW UP WITH SALUTATIONS

---

- Use a formal or semi-formal salutation based on your experience with the interviewer
- Start with "Hello" or "Dear," followed by the interviewer's name
- Address the interviewer by their first name in most cases or use their full name if necessary

## STEP 3: SHOW GRATITUDE WHILE HIGHLIGHTING SPECIFICS

---

- Express appreciation for the interviewer's time
- Mention specific aspects of the interview that stood out to you
- Thank them for providing insight into the company or giving comprehensive feedback
- Focus on the interviewer and demonstrate enthusiasm for the job and role

## STEP 4: INCLUDE DETAILS FROM THE CONVERSATION

---

- Share additional details from the interview, mentioning the firm's name and the job title
- Help the interviewer remember you by making specific references
- Connect what you've learned about the role and company to your own interests

## STEP 5: CONCLUDE WITH A CALL TO ACTION AND ADDITIONAL INFORMATION

---

- End with a call to action, expressing your anticipation for the next stage of the application process
- Differentiate yourself by stating a personal statement and highlighting the unique value you bring
- Keep the concluding part brief and impactful

## STEP 6: SIGN OFF POLITELY WITH YOUR CONTACT INFORMATION

---

- Use a professional signature
- Consider phrases like "Yours sincerely," "Many thanks" or "Best regards"
- Include your full name right after the sign-off
- Double-check that you're using the email address you used when applying for the job



## Interview Follow-Up: Thank You Email

---

### **SAMPLE THANK YOU EMAIL**

---

Subject: Thank you for the opportunity

Hello Clark,

Thank you for your time and the interview session earlier today. The opportunity as a Project Manager at New Haven Technologies sounds great, and I am excited about the role. Learning about the firm's core values during the interview stood out to me as they align with my own values. The firm's growth trajectory is impressive, and I would love to contribute to it.

Based on my experience at Blacksworth International Corporation, I believe my transferable skills can be of immense value to the firm. I am looking forward to hearing from you at your earliest convenience. Please feel free to reach out if you have any further questions.

Best regards,

Jeffery Bloom  
Jefferybloom1@email.com  
(222) 0934 9023