

How to Write a Thank You Note After an Interview

Adapted from Medium Article by Austin Belcak

Link to full article:

<https://medium.com/the-mission/this-is-the-most-effective-post-interview-thank-you-email-ffad79c96007>

Why Write a Thank You Note?

Hiring managers pay close attention to how and when their candidates follow up. Most are expecting some sort of thank you and failing to send one actually could cost you the job (or redeem a sub-par interview performance). [The data reveals](#) that close to 80% of hiring managers feel that thank you notes are helpful when deciding between candidates. 22% of employers are less likely to hire a candidate who does **not** send a thank you and [91% actually like being thanked](#) (imagine that!).

In addition to playing into your potential employer's expectations, thank you notes are an easy way to stand out from the competition. Despite all of the data above, only 24% of job seekers actually take the time to send a thank you note after their interview.

When Should You Send a Thank You Note?

When it comes to thank you notes, the golden rule is simple:

Send your thank you as quickly as you can while still allowing yourself enough time to craft a quality email.

Aim to send your thank you note the same day, ideally right after your interview. At the latest, send it within 24 hours of your interview. Email is typically the way candidates send thank you notes. If you want to go above and beyond, you could send an email and follow up with a hand written thank you note sent to their work address. This is not required (and it's very uncommon) but it could help you stand out from other candidates. Given timing is important and mail is slow, make sure you still send an email thank you.

A Great Thank You Note Starts During The Interview

In order to maximize the value we deliver with our thank you note, we need to gather as much information as we possibly can during the interview. These details come from the small talk you make before the interview starts, the conversations sparked by your answers or your resume, and [the questions you ask your interviewer](#). This is more of an art than a science and truly a case of practice makes perfect. Here are some pointers to get you started:

- There is always a few minutes of small talk before the interview starts — use that to spark up a conversation. For example, if it's a Monday or Tuesday, ask how their weekend went. If it's Wednesday — Friday, ask if they have plans for the weekend.
- If they begin talking, ask follow up questions. The longer you can get them to continue, the more information you get and the higher the odds of them [creating a positive association with you in their brain](#).
- At the end of the interview, have questions prepared ([here's a list of my favorites](#)). I always end an interview by asking them about their personal life outside of work.

The more personal information you get during the interview, the more information you have to include in your thank you note.

THANK YOU NOTE TEMPLATE

Be sure to edit the template to make it your own

Subject: Thank You - Shari Jones - CareerStart Internship

Dear Ms. or Mr. (Name),

Thank you for taking the time to speak with me today about the internship position. It was wonderful to meet you! I really enjoyed our conversation, especially the piece about [interesting topic].

I'm very excited about this opportunity and I'm looking forward to hearing more about next steps. If there's anything I can provide from my end, don't hesitate to ask!

*Best,
[Your Name]*

PS — (Include your personal anecdote here if you bonded over a topic in the interview)

THANK YOU NOTE EXAMPLE:

Dear Ms. Wilson,

Thank you so much for taking the time to speak with me today. It was nice to meet you!

I really enjoyed our conversation, especially when you talked about what a typical day looks like on the team and the advice you shared about building skills early in your career. It was inspiring and gave me a lot to think about!

I'm excited about this opportunity and I look forward to hearing about next steps. Please let me know if there's anything else you need from me.

Best, Shari

Bonus - if you want to include a personal detail, you could include a PS or put it somewhere in the body of your email. Here are some examples:

A show/book you bonded over: PS — *I started the book you recommended this afternoon. Only a few chapters in but I'm finding it really interesting!*

Community/volunteering: PS — *Here's the link to the community garden project I mentioned if you wanted to check it out!*

Here's why this approach works:

To start, we lead off with our thank you. It sounds dumb, but you'd be surprised at how many people fail to actually include the words "thank you" in their note. Instead they imply it by saying stuff like "great chatting with you." People are busy. Their time is valuable and it goes a long way to acknowledge that. Don't just imply it, make sure you actually write out the words.

Next, we make a point to show them that we listened and understood. Full attention is a rare thing in today's world and people like interviewers expect to have it from you. By recapping a point that you spoke about in your conversation, it shows that you were listening and engaged. Bonus points if you add in an action you took based on the conversation or share a relevant (and quality) piece of content.

Then, at the end of the email we do the exact same thing again, taking a personal angle.

Now It's Your Turn

Before you walk into your next job interview, remember, your job is to tease out as much personal information as you can. When the interview is over, grab a copy of the template above, fill in the blanks, and send it off when you get the chance - ideally right after the interview and at most within 24 hours.