



Thank you Note Templates

You should always send a thank you note after any interview you have, even if you know that you are not going to pursue that particular job opportunity. Here are a few examples of Thank you notes for you to edit and tailor to your situation and experience. Just edit the words that are in all CAPS.

EXAMPLE 1

Hi INTERVIEWERNAME,

Thank you so much for meeting with me today. I thoroughly enjoyed learning more about the JOBTITLE position and about COMPANYNAME. I am very excited about the opportunity to be a part of your team.

I look forward to hearing from you about next steps in the process, and please feel free to contact me if I can provide any additional information.

Thank you,
YOURNAME

EXAMPLE 2

Hi INTERVIEWERNAME,

I wanted to send you a note to thank you for taking the time to meet with me today and for providing a tour of the department. It was a pleasure to learn more about the JOBTITLE role and meet with the team. I particularly enjoyed learning about INTERESTINGFACT.

After meeting with everyone today, it further confirmed my interest in the position. I look forward to next steps and hope to hear from you soon.

Regards,
YOURNAME

EXAMPLE 3

Hi INTERVIEWERNAME,

Thank you for meeting with me today, and thank you for introducing me to the team that I will be working with. I really appreciated hearing about INTERSTINGFACT and INTERESTINGSTORY. I think I could really help make an impact on the PROJECTMENTIONEDDURINGINTERVIEW.

I can tell that COMPANYNAME is a great place to work and I would be thrilled to join such an amazing team. Please let me know if there is anything else I can provide to help make your hiring decision.

Thank you,
YOURNAME

Example 4

Hello INTERVIEWERNAME,

I wanted to follow up to thank you for taking the time to interview me today. I enjoyed our conversation and wanted to further express my interest in the position.

It sounds like a very rewarding role and I think my skills and experience would be a good match. I would welcome the opportunity to come back and meet the team and further discuss my qualifications.

Thank you again for your time,
YOURNAME