



Propel Yourself
through Motivation
with
Elizabeth

Thank-You Letter (email)

Writing a thank-you letter shows that you are gracious, humble, and thoughtful. You should send a thank-you letter(email) within 24 hours after your interview (every interview).

Chances are, you have the email address of the person who interviewed you, especially if you exchanged emails prior to the interview. If not, then you may have been given a business card from the professional who interviewed you. Or, if you know the title (or the name) of the person who interviewed you (oftentimes the Owner, President, or CEO of the company), you can probably find their email on the company's website. Or, it may be in the company literature you may have received during your interview.

Example Thank-You Template

Dear [Interviewer's Name],

Thank you so much for taking the time to talk with me [today/yesterday]. I loved getting to hear about [interesting things you learned from this person], and was especially impressed by [quality or trait of the company or team that made you even more eager to work there]. Our conversation reinforced my excitement to join [company] and help [achievement you would support in this role]. I look forward to hopefully working together in the future.

Sincerely,

[Your Name]