

Interview Thank You Email Subject Lines

"Thanks for your time."

"Thank you for your time."

"Great speaking with you."

Sample 1 - Interview

Dear <Interviewer's Name>,

Thank you for taking the time to meet with me <yesterday/Friday/etc.>. I'm very excited about the opportunity to work at <Company Name>!

The <Job Title> role certainly sounds exciting, and it's a role I believe I'd excel in thanks to my <experience or skill that would help you succeed in their job>.

I look forward to hearing feedback as soon as you have any updates and would love to continue discussing the opportunity with you.

Feel free to contact me if you have any questions or need clarification on anything we talked about in the meantime. Thank you again, <Interviewer's Name>.

Best regards,

<Your Name>

<Contact Information>

Sample 2 - Interview

Hello <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 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>

<Contact Information>

Sample 3 - Interview

Hello <Interviewer's Name>,

I wanted to take a second to thank you for your time <yesterday/Friday/etc.>. I enjoyed our conversation about <specific topic you discussed> and enjoyed learning about the <Job Title> position overall.

It sounds like an exciting opportunity and an opportunity I could succeed and excel in! I'm looking forward to hearing any updates you can share, and don't hesitate to contact me if you have any questions or concerns in the meantime.

Thanks again for the great conversation <yesterday/Friday/etc.>.

Best Regards,

<Your Name>

<Contact Information>

Sample 4 - Interview

Dear <interviewer name>,

Thank you again for taking the time to speak with me about the <job title> position and for giving me additional insight into the responsibilities and day-to-day duties involved. Our conversation today only increased my interest in the role. I would be thrilled to use my <insert a skill or two that you discussed in your interview> to benefit <company name> and your goals, including the work you're doing on <insert a specific example of a project or work your interviewer mentioned>.

Please don't hesitate to reach out if you have additional questions for me! I look forward to having another conversation with you soon.

Best regards,

<Name>

<Contact Information>

Sample 5 - Interview

Hi <interviewer name>,

It was a pleasure speaking with you again today about the <position>. I loved hearing more about <a project or goal that came up in your latest interview>—and can't wait to potentially help your team on it! As always, please let me know if you have any questions or if I can send any additional information your way. I'm looking forward to moving

forward in this process!

Regards,

<Name>

<Contact Information>

Follow up samples – interview

“Hello _____,

I wanted to follow up regarding the _____ position that we discussed on _____ (day). I’m excited about what I learned and wanted to check if there have been any updates on your end. Thanks for keeping me in the loop!”

Or...

“Hi _____,

I wanted to check in and see whether a decision had been made regarding the _____ position. I’m excited to hear feedback based on everything I learned in the interview. Let me know the latest when you have a chance. Thanks!”

Handwritten note PS

PS. Just because I’m a sucker for handwritten thank you notes, you should be receiving a letter in the mail/I dropped a letter off at the front desk as well!