

Thank-You Note Tips

Send it promptly:

Send the note within 24-48 hours of your interview. This shows your enthusiasm and reinforces your interest.

Express gratitude:

Start by thanking the interviewer(s) for their time and the opportunity to discuss the role. Be sincere in your appreciation.

Mention specific details:

Reference a key point from the interview, such as a particular project or goal the company is working on. This shows that you were attentive and engaged.

Reiterate your enthusiasm:

Reaffirm your excitement about the role and why you believe it's a good fit for you. Highlight your passion and qualifications without repeating your resume.

Keep it concise:

Keep your points clear and to the point. Your note should be no longer than one page.

Show personality:

Let your personality shine through. While the letter should remain professional, a little warmth can help strengthen the connection with the interviewer.

Proofread carefully:

Make sure your letter is free of grammatical errors and typos. A polished letter reflects your attention to detail.



Sample

Thank-You Note

Dear [Interviewer's Name],

Thank you for taking the time to speak with me this morning about the Marketing Analyst position. I truly enjoyed our conversation about marketing metrics, and your insights into the industry's direction were both inspiring and thought-provoking.

Hearing more about the position and the exciting future plans for the marketing team reinforced my belief that this role is a great match for my skills and experience. With my Marketing degree from Clemson University and hands-on experience through internships, I'm confident I can contribute meaningfully to the team's success.

I'm enthusiastic about the opportunity to join [Company Name], and I look forward to the possibility of contributing to the department. Please don't hesitate to reach out if you need any further information from me. I look forward to hearing from you regarding the next steps.

Sincerely,

[Your Name]

