

## Sample Follow-up Email (Post Interview)

Why?

- **PERSONALIZED** thank you note is a great way to ensure a positive impression on the interviewer
- Summarizes the interview to make you **STAND-OUT** from rest of the candidates
- Makes the interview feel appreciated and reinforces your interest for the role or in the company

Tips:

- Follow-up within **24 HOURS**
- Open with greetings addressing the interviewer and the hiring committee
- Express your appreciation for this opportunity and show your interest/enthusiasm in/for the position/role
- **PERSONALIZE** it! Each follow-up should be tailored based on your unique experience during the interview. Talk about specific topics discussed during the Interview and remind them why you qualify.
- Address or correct any information you provided or forgot to provide during the meeting
- Finally close with providing them your contact information and ask them to contact you if they need additional information or have any questions.
- **BE AUTHENTIC! BE UNIQUE!**

New Message

Recipients **Interviewer@email.com**

Subject **Thank You**

Dear \_\_\_\_\_,

Thank you (and your team) for taking time to speak with me about the \_\_\_\_\_. It was great to meet and discuss my background in \_\_\_\_\_. After speaking with you, I believe my experience in \_\_\_\_\_ and ability to \_\_\_\_\_ makes me a perfect fit for this position.

I really enjoyed our conversation about \_\_\_\_\_. This interview further strengthened my interest in working for \_\_\_\_\_ this summer.

Thank you for your time and consideration. I look forward to hearing from you soon. Please let me know if I can provide you with additional information. Feel free to contact me by phone at \_\_\_\_\_ or by emailing me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_