

Sample Thank-You Email After a Job Interview

Subject: Thank You – Interview for [Position Title]

Dear [Interviewer Name],

Thank you for taking the time to meet with me yesterday to discuss the [Position Title] opportunity at [Company Name]. I enjoyed learning more about the role, your team, and the organization's goals.

Our conversation reinforced my interest in joining your team. I was especially interested in learning about [mention something specific discussed during the interview]. I believe my experiences in [coursework, internship, campus leadership, or relevant skill] would allow me to contribute while continuing to learn and grow within the organization.

Thank you again for your time and consideration. I appreciate the opportunity to interview and look forward to hearing from you regarding the next steps. Please let me know if I can provide any additional information.

Sincerely,

[Your Name]
[Phone Number]
[Email Address]

Subject: Thank You – Marketing Coordinator Interview

Dear Ms. Johnson,

Thank you for taking the time to meet with me yesterday to discuss the Marketing Coordinator position with Brightwater Media. I enjoyed learning more about the role, your team, and the exciting marketing campaigns your company is developing.

Our conversation reinforced my interest in joining Brightwater Media. I especially enjoyed hearing about the upcoming social media campaign for your nonprofit clients and how new team members have the opportunity to contribute ideas from the start. I believe my marketing coursework at Rowan University, experience creating content for the American Marketing Association club, and summer internship with a local small business have prepared me to contribute while continuing to learn and grow within your organization.

Thank you again for your time and consideration. I appreciate the opportunity to interview and look forward to hearing from you regarding the next steps in the hiring process. Please let me know if I can provide any additional information.

Sincerely,

Emily Carter
(856) 555-2148
carte@students.rowan.edu

Job Interview Thank-You Email Guide

A thoughtful thank-you email is a simple but effective way to demonstrate professionalism, reinforce your interest, and leave a positive final impression after an interview.

A strong interview thank-you email should include:

- **Subject line** that clearly identifies the purpose.
- **Thank the interviewer** for their time.
- **Mention the position** you interviewed for.
- **Reference something specific** from the conversation to personalize the email.
- **Reinforce your interest** in the position and organization.
- **Briefly remind them** why you are a strong candidate.
- **Offer to provide additional information.**
- **Close professionally.**
- **Length:** 100–150 words

Tips

- ✓ **Send it within 24 hours** - Prompt follow-up demonstrates professionalism, enthusiasm, and strong communication skills.
- ✓ **Personalize every email** - Reference a topic you discussed, a project, advice they shared, or something you learned. This helps the employer remember you
- ✓ **Keep it concise** - Employers appreciate brief, thoughtful messages that can be read in under a minute.
- ✓ **Reinforce your interest** - Remind the employer you are excited about the opportunity without repeating your entire interview.
- ✓ **Proofread carefully** - Double-check spelling, grammar, names, job titles, and the company name before sending.
- ✓ **Use a professional email address** - Ideally, use your Rowan email or an email that includes your name (e.g., firstname.lastname@email.com).
- ✓ **End professionally –**

Use a closing such as:

- Sincerely,
- Best regards
- Kind regards,
- Thank you,

- ✓ **Send individual thank you to each interviewer** - If you interviewed with a panel, it is best practice to send an individual thank you to each interviewer. You can keep the message mostly the same but personalize 1-2 sentences so it does not look like a copied email. Taking the time to personalize each email demonstrates professionalism and genuine interest in the opportunity.

Common Mistakes to Avoid

- Waiting several days to send the email.
- Sending a generic message that could apply to any employer.
- Writing an email that is too long.
- Introducing new qualifications that should have been discussed during the interview.
- Using informal language, emojis, or texting abbreviations.
- Forgetting to proofread or addressing the wrong person.