

5 things you should include in a killer, post-interview thank you (template included)

Any time we interview someone, we wait to see whether they'll write a thank you note or not. You'd be surprised how often they don't — and that's right about when we decide not to hire them.

Sending a post-interview thank you note can really set you apart from other candidates because it signals your continued interest and solidifies a positive impression with the interviewer. Do not underestimate the follow-up! I've actually had hiring managers tell me to wait to schedule a second interview until we receive a thank-you note. Yup, it's that important.

Avoid just going through the motions, because employers will see right through a generic note. Instead, tailor your message to the specific interviewer and company by including the following:

- Your appreciation for the meeting (the “thank you” part!)
- Something specific about the interview or items discussed
- Why you are excited about this opportunity
- A brief explanation of why you'd be a good fit for the job
- Next steps and your contact information

Make sure to send the note (via email) within 24 hours — and be sure to send one to everyone you interviewed with, not just the hiring manager.

Still not sure what to write? Here's an example:

Dear [interviewer name],

Thank you so much for taking time to speak with me about the [job title] position. I really enjoyed learning more about the position and your description of the day-to-day duties really helped me gain a better understanding of the responsibilities. Our conversation confirmed my extreme interest and I would be thrilled to bring my editorial experience, specifically my interview expertise, to benefit the company goals.

I look forward to hearing from you and thank you again for the opportunity to interview. Please don't hesitate to reach out if you have additional questions!

Best regards,

[Name]

[Email address]

[Phone number]

Something thoughtful and concise like that will usually do the trick — although we've got some other great thank you note templates right here. Now eliminate unnecessary distractions and get to writing!

Credit: <https://www.theladders.com>