Paralyzed Veterans of America

PAVE

Paving Access for Veterans Employment

Tips for Writing a Thank You Note

Tips for Writing a Thank You Note After an Interview

Send a thank you email to everyone who interviewed you. Review notes made after interview conversations to remind yourself of topics discussed and points you want to cover in your thank you note.
Don't wait to send your note. Send your note within 24 hours of the interview. You want the interviewer/s to still have you fresh in their mind as a candidate for the job.
Promote your candidacy. Use your thank you note to reiterate your interest in the job and the company, and to highlight your relevant skills that are specific to the position's requirements.
Say anything you forgot to mention. If there's something you had wished you'd shared during the interview, but didn't, do it in your note.
Clean up interview mistakes. If you misspoke during your interview or answered a question poorly, you can use your thank you note to rephrase and clarify what you intended to say.
Proofread your thank you note. Read thank you note before you send it ensuring there are no errors. Even though the interview is over, the thank you note is still part of the interview process.

Thank You Note Example

Dear Ms. /Mr. [**Last name**],

Thank you for taking the time to talk to me about the **[Position title]** with **[Company name]**. I was very interested to learn [positive aspects of company].

I believe I am an outstanding candidate for this position because **[Your hard/soft skills and related experience to position]**.

I hope that my resume and interview merit your favorable review, and I look forward to hearing from you soon. Please feel free to contact me at any time if further information is needed at **[Your cell phone number]** or at this email address.

Thank you again for your time and consideration.

Sincerely,

[Your name]

Source: Alison Doyle/The Balance Careers