

CAL POLY CAREER SERVICES | THANK YOU EMAIL GUIDELINES

Following an interview, it is recommended you send a thank you email not only to state your interest in the position and the company, but also to tell them something new or to restate something you discussed. The letter can show that you listened to the interviewer, researched the company, and targeted the skills and characteristics they are looking for.

A thank you email should be sent within 24 hours following an interview. It is important to have the interviewer's name(s) and title spelled correctly. When interviewed by more than one-person, separate emails can be sent to each interviewer. If you can see the interviewer(s) in person after an interview (career fair, networking event, etc.), it may also be nice to give them a hand-written thank you letter in addition to an email.

Sample Thank You Email

Email Subject: "Thank You" "Interview Follow-Up" "Grateful for the Interview"

Tip: Be sure to send from the same email that you have listed for your contact information to keep your interactions consistent.

Dear (Insert Name – Consider job title and education for possible prefix.):

Thank the interviewer for the interview (if there is more than one interviewer, write an email to each one), and state the date and place of your meeting. Indicate the position or topics discussed. Restate your interest in the organization and refer to any key items that established your interest in the position or company. Describe any other characteristics or experience you may not have mentioned in the interview. (Sample entry follows)

Thank you for the opportunity to discuss the position of Design Engineer with you on February 7, at Cal Poly, San Luis Obispo. The information you shared about the worldwide scope of Media International was especially interesting to me, and I am excited about the possibility of applying my education and experience with your company. I was also really impressed by the opportunities for ongoing learning and travel, as I am keen to advance both my language skills and technical knowledge, especially because I am fluent in Korean.

Offer the opportunity to be contacted for further information and thank the individual for his or her time in meeting with you. (Sample entry follows)

Please feel free to contact me if I can provide further information. I look forward to hearing from you soon. Thank you again.

Tip: If there were other interviewers but you do not have access to their emails then ask the recipient of this email to extend your thanks to (insert names) on your behalf. You can also look to see if they are on LinkedIn and select the "Send with Note" option when you connect.

Sincerely,

Your Name (as it appears on your Resume, LinkedIn, Application, etc.)