

The Perfect Template to Write a Thank You Email After an Interview (Plus Samples!)

Hot Jobs on The Muse

By [Alex Cavoulacos](#)



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You just walked out of a [job interview](#)—nailed it!

But you are **not** done yet. In fact, most hiring managers pay very close attention to how well (and how rapidly) you write a thank you email after the interview.

Our advice? Start your follow-up as soon as humanly possible by writing a killer interview thank you note. Our template makes it super easy.

Thank You Email Template

Hi [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [Company Name] and help [bring in new clients/develop world-class content/anything else awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

Best regards,

[Your Name]

Sample Thank You Emails

So what does this template look like in practice? Here are a couple example thank you notes you can use to build your own perfect letter.

Sample #1

This one's short and simple, perfect if you're looking for a quick follow up after the first or second round interview and want to use the template more or less to a T.

Hi Jimmy,

Thank you so much for chatting with me today. It was such a pleasure to learn more about the marketing manager role, and I'm very excited about the opportunity to join News Crew and help your team bring a new readership to your amazing content.

I look forward to hearing from you about next steps, but please don't hesitate to contact me if I can provide any additional information.

All the best,

Liz

Sample #2

To stand out from the crowd, get more specific with your thank you note. Show you were paying attention in the interview and reiterate what a great fit you'd be for the job with an email that looks more like this:

Hi Ms. Bernard,

I just wanted to thank you for inviting me to your office today. It was great to hear about 4Apps' goals for streamlining your software and placing an emphasis on quality UX design, and how you see the engineering department playing a role in these initiatives. 4Apps seems like a wonderful place to work—and not just because you mentioned some great summer outings! I really admire the mission that drives your business, and look forward to the opportunity to work with your team to implement some of the ideas I mentioned around redesigning the homepage.

Please let me know if there's anything else you need from me to move the process forward.

Have a great rest of your week,

Kyle Triston

Take Your Thank You Email to the Next Level

While the template above is all you need, if you really want to blow a hiring manager out of the water, add in another few lines before "I look forward to..." with some ideas you have on how you could add value. Think: a quick mock-up of something you discussed in the interview if you're in a creative role, taglines if you're in branding, or some slides or possible partners if you're in business development or sales.

It could look something like this:

Sample #3

Hi Tanner,

Thank you so much for meeting with me today. I really enjoyed learning more about your career trajectory at CarRuns (and hearing what it was like to join as the fifth employee—so impressive!) and where you see the company going in the next couple years.

To follow up on our conversation about churned clients, I've attached a short deck I mocked up on my initial ideas for increasing renewals. Happy to discuss further if you see it being a helpful resource.

I can tell CarRuns is a special place to work, and I would be thrilled to join such an innovative, hardworking, and passionate team of individuals. Please let me know if there's anything else I can provide to make your hiring decision easier.

Best regards,

Adelaide Jenkins

For more advice on taking your email to the next level, try Muse writer Alexandra Franzen's tips for how to work your ideas into an [irresistible follow-up](#).

Another way to go the extra mile—especially if your interviewer is more traditional or you have a feeling they'd appreciate a handwritten note—is to drop a card in snail mail as well. To connect the two, you can simply add a line to your email like:

PS. Just because I'm a sucker for handwritten thank you notes, you should be receiving a letter in the mail/I dropped a letter off at the front desk as well!

(And yes, even if you send a snail mail note, you'll still want to send that quick email thank you to cover your bases—just in case your interviewer doesn't get the letter right away.)

Your thank you note sets the tone as your first [interview follow-up](#). So whatever you do: [Don't skip it](#). Use the template above to remind the hiring manager what a great applicant you are, and to show how much you care.