

8 TIPS FOR A THANK YOU MESSAGE



TAKE NOTES

Take notes during or after the interview of who you interviewed with, their contact information (for the thank you message), and key points of the interview.



PERSONALIZE THINGS

Address the recipient by name and mention something specific about them or the situation.



BE SPECIFIC

Mention specific aspects of the interview that you enjoyed or found particularly informative.



TIME MATTERS

Send your thank you message as soon as possible after the interview. Aim to send it within 24 hours.



REITERATE YOUR INTEREST

Express your continued interest in the position and how your skills and experiences make you a strong fit for the job.



GROUP INTERVIEW

If you are interviewed by multiple people, it's a good idea to send separate thank you messages. Mention something specific that you discussed with each person.



PROOFREAD

Typos or grammatical errors can diminish the impact of your message. Take a moment to proofread before sending.



KEEP IT CONCISE

A thank you message doesn't need to be lengthy. A paragraph or two is perfectly acceptable.