

[FREE DOWNLOAD | PART 1 OF THE INTERVIEW AFTER THE INTERVIEW](#)

The Thank-You Note Framework

Your thank-you note is a second writing sample. It shows the hiring team how you communicate when nobody is prompting you. Use this framework to write a note that gets you remembered.

The 3-part formula

Part	What it does	Sounds like
1. The Moment	Names one specific point from your conversation so they know this isn't a copy-paste note.	"I enjoyed our conversation about how the team is consolidating vendors before year-end."
2. The Proof	Connects that moment to a result you've already delivered.	"At my current company, I led a similar consolidation that cut onboarding time by three weeks."
3. The Add-On	Adds the one thing you wish you'd said, or tightens an answer that felt flat.	"One thing I didn't mention: I also trained the team on the new process, so adoption stuck."

The timing rules

- ☐ **Send within 24 hours.** Same day is ideal for a morning interview; next morning is fine for a late-afternoon one.
- ☐ **One note per person.** Everyone you met gets their own note, and each one is different.
- ☐ **Email first.** A handwritten card can follow, but email arrives while the decision is still being made.
- ☐ **Keep it under 200 words.** Three short paragraphs and a sign-off.
- ☐ **Proofread names, titles, and the company name.** One misspelling can undo the whole note.

Subject lines that get opened

- Thank you — [Role Title] conversation
- Following up on our conversation about [specific topic]
- Great speaking with you today, [First Name]

Fill-in-the-blank template

Subject: Thank you — [Role Title] conversation

Hi [First Name],

Thank you for taking the time to meet with me today. I especially enjoyed our conversation about **[the moment: one specific topic you discussed]**.

It connected directly to my work at **[company/project]**, where I **[the proof: a result you delivered, with a number if you have one]**. I'd bring that same approach to **[their priority]**.

One thing I'd like to add: **[the add-on: what you wish you'd said, or a tighter version of an answer]**.

I'm even more interested in the role after our conversation and look forward to the next steps.

Best regards,

[Your Name]

[Phone] | [LinkedIn URL]

Examples by career stage

Just Getting Started (Gen Z) | Entry-level marketing coordinator

"I enjoyed hearing how your team tests new content formats every month. In my internship, I ran our TikTok test calendar and grew views 40% over one semester. I didn't mention it, but I also built the tracking sheet the team still uses."

Building Real Momentum (Millennial) | First-time people manager

"Your point about the team needing more structure after rapid growth stayed with me. When my team doubled last year, I introduced weekly priorities and one-on-ones that brought missed deadlines down to almost zero. I'd welcome the chance to do the same here."

Senior and Stuck (Gen X) | Director, reframing a concern

"You asked how I'd adapt to a faster, more agile environment. I want to give you a clearer answer: in my last role, I moved our team from annual planning to quarterly sprints, and we delivered two major releases ahead of schedule."

Met with a panel? Track every note.

Name & title	The moment you'll reference	Sent (date)

Do this, not that

Do this	Not that
Reference one specific topic	"Thank you for your time" and nothing else
Share one proof point with a result	Re-attach your resume and summarize it
Tighten one answer, calmly	Apologize for being nervous or "rambling"
Close with confident interest	"I really hope I get it" or "I'd take any role"
Write a different note for each person	Send the same note to the whole panel

Already sent a weak note?

You can't unsend it, but you can follow up with value. Within a few days, send a short message with a relevant article, a quick answer to something they asked, or a brief example of your work. Keep it to three sentences, then let it rest.

The candidates who get remembered aren't always the best interviewers. They're the best finishers.

Want help shaping your story before the next interview? Book a free clarity chat at corpfgm.com.