

THANK YOU FOR INTERVIEW

- ✓ Thank them for their time
- ✓ Attach resume and cover letter (if applicable)
- ✓ Name specific position of interest or purpose of interaction
- ✓ Request information about next steps

EXAMPLE

Dear **(Name)**,

I am writing to thank you for the time you took out of your schedule to speak with me about my interest in **Position Name or Company Name**. I am confident that my experience with **(specific skill/experience related to the role)** will enable me to make an impactful contribution to **Company X**.

Please let me know if you have any further questions. I look forward to speaking with you soon.

Sincerely,

Your name



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EXAMPLES

Thank You for On-Site Visit

Dear **(Name)**,

Thank you for the opportunity to meet with you on **(date)** at **Company X** and for taking the time to interview me for the **(position)**. After hearing more about the position and your company, I am even more confident that my experience with **(specific skill/experience related to role)** will enable me to make an impactful contribution to **Company X**.

Attached is a copy of my resume, along with the application for employment **(if applicable)**.

Please let me know if you have any further questions. In addition to e-mail, you can reach me at **(phone)**.

Sincerely,

Your name

Thank You for Job Shadow Opportunity

Dear **(Name)**,

Thank you for the opportunity to meet with you on **(date)** at **Company X** and for the valuable information you shared regarding your career in _____. I appreciate that I was able to learn more about possible careers with **Company X**.

Thank you again for sharing your perspective and expertise with me.

Sincerely,

Your name