

# HOW TO SEND A FOLLOW-UP/THANK YOU EMAIL

Office for Career Success

Sending a thank you email after an interview is not optional; it is expected. A well-crafted thank you shows professionalism, reinforces your interest, and keeps you top of mind with the hiring team. Send it within 24 hours of your interview.

## WHY IT MATTERS

- Shows genuine interest in the role and organization
- Demonstrates professionalism and attention to detail
- Gives you a chance to reinforce key points from the interview
- Keeps you memorable among other candidates
- Provides an opportunity to address anything you forgot to mention

## TIMING: SEND IT FAST

Send your thank you email within 24 hours of the interview. Waiting too long signals lack of interest or lack of organization. If you interviewed with multiple people, send individual emails to each person.

## WHAT TO INCLUDE

**Subject Line:** Keep it simple and professional. Example: "Thank you - [Your Name]" or "Thank you for the [Position] interview"

**Greeting:** Address the interviewer by name (use the same format they used with you—Dr., Ms., Mr., or first name)

**Express Gratitude:** Thank them for their time and for the opportunity to learn more about the role and organization

**Reference Something Specific:** Mention a particular conversation point, project, or aspect of the role that stood out to you. This shows you were engaged and paying attention.

**Reaffirm Your Interest:** Clearly state that you are excited about the opportunity and why you are a strong fit

**Offer to Provide More Info:** Let them know you are happy to answer any additional questions or provide further materials

**Professional Closing:** End with a polite sign-off like "Best regards" or "Sincerely" followed by your full name

## **BEST PRACTICES**

- Keep it concise—2-3 **short** paragraphs is enough
- Proofread carefully for typos and grammar errors
- Use a professional tone (not overly casual)
- Avoid generic templates—personalize each email
- If you interviewed with a panel, send individual emails to each person with unique details from your conversations
- Do not ask about salary, benefits, or timeline unless they brought it up first

## **SAMPLE THANK YOU EMAIL**

### **Subject: Thank you!**

Dear [Interviewer Name],

Thank you for taking the time to meet with me today to discuss the [Position Title] role at [Organization]. I enjoyed learning more about the team's work on [specific project or initiative discussed] and how the position contributes to [specific organizational goal].

Our conversation reinforced my enthusiasm for this opportunity. I am particularly excited about [specific aspect of the role or organization], and I believe my experience in [relevant skill or experience] aligns well with what you are looking for.

Please let me know if there is any additional information I can provide as you move forward in the process. I look forward to hearing from you.

Best regards,  
[Your Full Name]

## **WHAT NOT TO DO**

- Do not use overly casual greetings like "Hey" or "Hi there"
- Do not apologize for things that went well ("Sorry if I rambled")
- Do not bring up salary or benefits in your thank you email
- Do not write a novel—keep it brief and focused
- Do not send a generic, copy-paste email to everyone

Need help drafting your thank you email? Contact [careers@spalding.edu](mailto:careers@spalding.edu) or book directly through mySpalding Student Success scheduling portal