

Alumni Interview Follow-Up Email Template

A short, specific thank-you email you can send within 24 hours.

Quick checklist

- ☐ Send within 24 hours of the interview.
- ☐ Include one specific detail from the conversation (shows you were present).
- ☐ Reinforce interest with one short fit reason (no over-explaining).
- ☐ Keep it short (2–5 sentences is usually enough).

Copy/paste email template

Subject: Thank you – [Your Name]

Hi [Interviewer Name],

Thank you again for taking the time to speak with me today. I really appreciated hearing about [specific detail from the conversation].

Our conversation reinforced my interest in [School], especially because of [one short fit reason tied to your goals].

Thank you again,
[Your Name]

Optional: add a meaningful update

Use this only if you have a real update (award, new leadership role, completed project). Keep it to one sentence.

Optional one-line update (ONLY if meaningful):

As a quick update, I recently [award / new role / milestone] – and it reinforced my interest in [School/program] because [one short reason].