**Congratulations on your interview!**

There are TWO steps to this thank you note; so be sure to read both portions (email and hand written). Let me know if you have any questions or need any advice ☺ Take a deep breath – you are ready for this!

**Part 1:**

Email this thank you note to the recruiter AND all hiring authorities (personalize each) **IMMEDIATELY**! Also email references to them, even if they did not ask (this gives the final confidence boost – message me if you need assistance).

Below is your thank you note – in red are items you need to personalize.

Date

Dear Xxx,

Thank you so much for the opportunity to visit with you and discuss your need for an xxx. I enjoyed speaking with you, and now that I have an even stronger understanding of what it will take to succeed at Xxx, I am even more confident in my ability to conduct all aspects of technical account management. I appreciate the time you spent with me detailing what the plans for Xxx, and I am excited to play a vital role.

I have a proven track record of success and have been recognized for my superior leadership, relationship management, and SaaS acumen. Coupled with excellent interpersonal skills, hard work and dedication, I am certain that I will make a strong addition to your team.

Thank you again for your time, and I look forward to hearing from you soon.

Sincerely,

***Bob Jones***

SomeState, KS

(xxx) xxx-xxxx / [person@gmail.com](mailto:person@gmail.com)

**Part 2:**

Send a hand-written, personalized thank you note via snail mail the SAME day as well! Send one to the recruiter AND hiring manager.

Something simple:

Dear xxx,

Thank you so much for taking the time to interview me for the xxx position. I am so excited about the opportunity to contribute to xxx, and look forward to hearing from you.

Sincerely,

***Bob Jones***

SomeState, KS

(xxx) xxx-xxxx / [person@gmail.com](mailto:person@gmail.com)