**Congratulations on your interview!**

Let me know if you have any questions or need any advice ☺ Take a deep breath – you are ready for this!

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). The reference template is attached separately.

The items in RED are areas you will need to personalize.

Date

Dear Xxx,

Thank you so much for the opportunity to visit with you and discuss your need for a Job Title interviewing. I enjoyed speaking with you, and now that I have an even stronger understanding of what it will take to succeed at the Company, I am even more confident in my abilities to make an immediate impact in key point of job here.

I appreciate the time you spent with me detailing plans for future projects, and I am excited to play a vital role. You can elaborate here on a project or conversation.

I have a proven track record of success and have been an integral part of key initiatives during my career. After meeting you and your team (ist member names), I am even more excited to collaborate and learn from talented individuals. Sentence about a specific project you talked about.

Something that is an ice breaker or was not about work here – college, like the same sports teams, know a mutual colleague, even the weather or Covid stories.

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

Sincerely,

Name

Phone

Email

Especially in these times, standing out is KEY. Mail (old school – stamp and handwritten) a thank you card the same day of the interview. You can mail one to the hiring manager and one to the Recruiter. I am always so thankful to receive them; it truly sets you apart and solidifies your interest. PS: They sell stamps at the grocery store, lol! No post office trips are needed.

Name,

Thank you so much for taking the time out of your schedule **on DATE** to meet with me. I enjoyed meeting you and your team, and I look forward to hearing from you soon.

Sincerely,

Name

Phone