

Sample Thank You Emails

1. After a Graduate School Admissions Interview

Subject: Thank You for the Interview Opportunity

Dear [Interviewer's Name],

Thank you very much for taking the time to speak with me about the [Graduate Program Name] at [University Name]. I truly enjoyed learning more about the program's focus on [specific area or feature of the program] and the faculty's research in [specific topic].

Our discussion reinforced my enthusiasm for the program and my desire to contribute to [University's Name] community. I am especially excited about the possibility of working with [Professor/Advisor's Name] on [specific research or project].

I sincerely appreciate the opportunity to interview and look forward to the possibility of joining your program.

Best regards,
[Your Full Name]

2. After a Job Interview

Subject: Thank You for the Opportunity

Dear [Interviewer's Name],

I want to thank you for taking the time to meet with me regarding the [Job Title] position at [Company Name]. I enjoyed learning more about the team and the company's vision for [specific goal/project].

I am very enthusiastic about the opportunity to bring my skills in [your skill area] to contribute to [specific company initiative]. I also appreciated hearing your insights on [specific topic discussed], which further increased my interest in the role.

Thank you again for your time and consideration. I look forward to the possibility of contributing to your team.

Best regards,
[Your Full Name]

3. After a Panel Interview (Grad School or Job)

Subject: Thank You for the Interview

Dear [Panel Members' Names],

It was a pleasure meeting with all of you during my interview for the [Graduate Program/Job Title] at [University/Company Name]. I truly valued our discussion on [specific topic] and enjoyed learning more about the collaborative work being done in [specific area].

I am very enthusiastic about the opportunity to contribute to [University/Company] and believe my background in [your expertise] would be a great fit for your program/team.

Thank you again for the opportunity and for your time.

Best regards,
[Your Full Name]

4. After an Informational Interview (Grad School or Job Search)

Subject: Thank You for Your Time

Hi [Contact's Name],

I truly appreciate you taking the time to speak with me about your experiences at [University/Company/Industry]. Your advice on [specific topic] was extremely valuable and has given me helpful perspective as I continue my academic/career journey.

Thank you again for your generosity in sharing your knowledge. I hope to stay in touch and will keep you updated on my progress.

Warm regards,
[Your Full Name]