WRITING THANK YOU LETTERS AFTER AN INTERVIEW

It is appropriate to send a thank you note to the individuals that conducted your interview within 48 hours after interviewing. Reference the notes you took throughout your interview. It is a nice touch to address each individual on the interview/search committee, so writing their names down during the interview can be helpful. In this note, thank them for interviewing you, mention something specific from your conversation with them, and reiterate your interest in the position. Not only is this a thoughtful gesture, but it also conveys your interest in and commitment to pursuing this opportunity.

It is likely that you may have several interview rounds with a company. If you have a phone or video interview, it is appropriate to send a thank you note via email. If you have an in-person interview, it is acceptable to send an email, but it is more appropriate to send a hand-written thank you note. If you are writing multiple thank you notes to each individual on the committee, ensure each one is unique and personalized rather than making them all uniform. You can send an email to the main contact of the hiring committee listing their name along with everyone else you met during the interview.

SAMPLE THANK YOU LETTER

18 Rutledge Street
Charleston, SC 29402
April 3, 2022

Austin Kinney
Executive Director
Charleston Riverdogs
123 Charleston Avenue
Charleston, SC 29400

Dear Mr. Kinney –

I just wanted to take the time to express my gratitude and appreciation for the opportunity to interview for the marketing coordinator position with the Charleston Riverdogs. I truly appreciate the time each of you took to get to know me better; please pass along my thanks to the rest of the team as well. Also, thank you for covering everything involved in the process of getting me down to visit. It truly was, like you said it would be, a wonderful, enjoyable experience.

I enjoyed getting to learn more about the position itself, specifically the opportunities that I would have to truly succeed in this role. I would love to be able to create new and organic content to advertise the Riverdogs to the Charleston community. I am ecstatic to hear back regarding the position, please let me know if there is anything else I can provide in the meantime. Looking forward to hearing from you soon.

Warm Regards,

Steven Copeland