



HOW TO WRITE A GREAT THANK YOU EMAIL

01

Address the interviewer by name

"Good morning <First name>"

"Hello <First Name>"

02

Thank them for meeting with you

"I wanted to thank you for taking time out of your busy schedule to interview me yesterday morning."

03

Reference something you spoke about in the interview

"I enjoyed learning more about your company's internship program."

04

Reiterate why you think you would be a good fit for the job

"As I mentioned, I feel like my past experience with X would make me a great fit for this role."

05

End with a professional signature

"Sincerely..."

"Thank you again..."

"Best..."

06

Send your thank you email within 48 hours

"Thank you for the interview; I appreciate the opportunity."



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Subject: Thank You – Interview for **<Position Name>**

Hello **<First Name>**,

Thank you for taking the time to meet with me yesterday to discuss the **<Position Name>** role. I truly appreciate the opportunity to learn more about your team and the work being done at **<Company Name>**.

I especially enjoyed our conversation about **<specific topic discussed>**, and it was great learning more about **<company project, internship program, or initiative>**.

As I mentioned during the interview, my experience with **<skill/experience>** would allow me to contribute positively to your team and support the goals of the role.

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

Best regards,
<Your Full Name>
<Phone Number>
<Email Address>