

THANK YOU EMAILS



DO'S

PROOFREAD

- Write a draft and come back to it later; edit and polish
- Double-check the spelling, especially the interviewer's name
- Review one last time before hitting "send"

MAKE IT PERSONAL

- Always try and personalize elements of your letter; reference something specific from your interview
- Ways to personalize include: shared interests, hobbies, acquaintances, etc.

SEND WITHIN 24 HOURS

- Doing so will make you look professional and thoughtful
- A quick follow up emphasizes your strong interest in the position and leaves a lasting impression



DON'TS

MAKE IT TOO LONG

- Thank you emails should be fairly short and concise
 - Reinforce your skills/interest, but don't add any extra fluff
- Be conscious of how your email will look on mobile

SEND THE SAME LETTER

- Sending a generic email conveys that you didn't pay attention during your interview and that you're lazy
- Take time to customize every thank you email; hiring managers will remember this when making their final decisions

DON'T USE A TEMPLATE

- Use it as a reference, but do not use it to write the whole letter
- Using a template takes away from your personality and will not create the personal feel you want to convey

