How to Properly Write a Thank-You Email

2 Begin with a personalized greeting (e.g. "Hello Karen")

1 Subject line: "Thank You (Name of Interviewer)"

3 Thank the interviewer & mention something you both discussed that sparked your interest

4 Let the interviewer know you're still very interested & looking forward to hearing about next steps

6 Review personalized thank you email with your recruiter

5 Ask them to contact you if any questions arise & leave your contact information

7 Send individual thank you email(s) to the interviewer(s) within 24 hours

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