



How to Properly Write a Thank-You Email

1

Craft an Effective Subject

Use a clear and respectful subject that includes the interviewer's name. **Example:** "Thank You Jessica"

2

Start With a Professional Salutation

Use a polite greeting that includes the interviewer's name to set a positive tone. **Example:** "Hello Jessica,"

3

Express Gratitude

Thank the interviewer for their time and the opportunity to discuss the role. **Example:** "Thank you for speaking with me today. I appreciated learning more about the [job title] role and your team."

4

Reference the Conversation

Acknowledge a specific point from the interview that strengthened your interest. **Example:** "Our discussion about [project/topic] further confirmed my enthusiasm for this role."

5

Reaffirm Your Interest

Clearly communicate your enthusiasm for the role and eagerness to move forward. **Example:** "I'm excited about the role and look forward to the next steps."

6

Remain Accessible

Encourage the interviewer to reach out if they need additional information. **Example:** "Please don't hesitate to contact me with any questions."

7

Send Promptly

Email each interviewer individually within **24 hours** of your interview to demonstrate promptness and professionalism.

8

Collaborate With Your Recruiter

If applicable, review your email with your recruiter to ensure it aligns with your professional brand and the company's expectations.

Insider Advice

A thoughtful thank-you email shows attention to detail and genuine interest while leaving a lasting impression. Discover how CFS can help you secure the right role at www.cfstaffing.com.