

Hello there,

Below are three templates that you can use to write your Thank You notes to your interviewers after you meet with them.

The only major part that changes between the templates is the body of the email. The body is where you tie in something more personal. To do so, pick something from your discussion with the interviewer and mention it into your email. Maybe you talked about books you have read, or organizations within the company that you're interested in. Find something unique about your conversation.

When you bring a bit of your conversation with the interviewer into your Thank You note, it adds more depth to your email. It shows you put thought into it and that the conversation was meaningful to you.

If you don't find a template that matches something you would like to mention in your email, hopefully the templates give you some ideas on how to word your own.

Hope you find the templates useful! Please feel free to share this document with others. However, if you do so, I ask that you please share the document in its entirety and without modifications.

Sincerely,
Trishna Sharma

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Template 1

Dear [interviewer name],

Thank you for taking the time to interview me today.

Thank you also for the explanation regarding [technology]. It was very helpful. I will be sure to check out the "[book title]" book you suggested.

I look forward to hearing back from [company name] soon!

Sincerely,
[your first and last name]

[your phone number]
[your email address]

Template 2

Dear [interviewer name],

Thank you for taking the time to meet with me today. It was nice to hear your perspective on [company name] and the [company name] culture. I will be sure to read up on [technology] per your suggestion.

I look forward to hearing back from [company name] soon!

Sincerely,
[your first and last name]

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[your phone number]
[your email address]

Template 3

Dear [interviewer name],

Thank you for taking the time to interview me today. I know you were interested in reading the book I mentioned on [subject]. It is called [book title] by [author]. I hope you find it a good read and am interested in your thoughts.

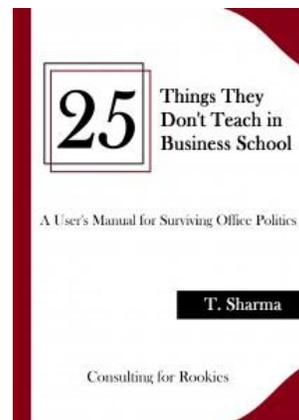
I look forward to hearing back from [company name] soon!

Sincerely,
[your first and last name]

[your phone number]
[your email address]

Do you already have a job but you spend more time dealing with playing the political game than actually accomplishing anything? If so, check out my book:

[25 Things They Don't Teach in Business School: A User's Manual for Surviving Office Politics](#)



<http://www.amazon.com/Things-They-Teach-Business-School-ebook/dp/B008HY0PEW>

In this guide you will find strategies on how to deal with teammates who take credit for your work as well as individuals who derail your meetings, tips on how to turn a set-back into a way for you to shine, and steps to get yourself on projects that give you the most recognition and visibility – among many other topics. This is a must-read for anyone interested in developing their career and overcoming the common pitfalls of the corporate jungle.