



## Post-Interview “Thank You” Email Formula

### Overview

“Thank You” emails are a great way to show continued interest in a role and make an impression on interview committees. The goal of the thank you emails is to reiterate your interest and show your appreciation for the interview opportunity. Crafting thoughtful “Thank You” emails not only reaffirms your enthusiasm for the position but also allows you to express gratitude for the interviewer's time and consideration, leaving a lasting positive impression that can set you apart from other candidates.

### Formula

#### Aesthetics

##### *Things to Do*

- Use the same header as your resume and cover letter from your initial application to maintain consistency and avoid confusion.
- Fonts chose one font that compliments your header, potentially the same font on your resume and cover letter.
- Fonts should be assessable and easy to read.
- Signature should also be consistent with other application documents.

##### *Things to Avoid*

- Bright Colors
- Artwork
  - *Tip-This is a professional document, different than a thank you card.*
- New fonts, header or signature

#### Content

##### *Things to Do*

- Begin with appreciation.
- Thank them for taking the time to interview you.
- Mention qualifications that you talked about in the interview.
- Describe how you could be an asset.
- Mention something that piqued your interest.

##### *Things to Avoid*

- Bringing up new material.
- Writing more than 1-page

#### Timeline

- Ideally send within 24 hours of your interview



- *Tip-Write a “fill in the blank” letter before your interview.*
- Mention that you look forward to hearing from them.

## Example

Benny Beaver

Corvallis, OR

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April 7, 20XX

Bernese the Beaver, PhD

Director of Human Resources

Oregon State University

Dear Dr. Beaver,

Thank you for giving me the opportunity to interview with Oregon State Human Resources yesterday. I appreciate your and the committee’s time. After our meeting I am very excited about opportunities at Oregon State Human Resources.

As discussed in my interview, my skill set matches what you are looking for in the “School Mascot” position. Particularly, my passion for athletics and my skills in excel will make me a valuable team player. I was extremely interested in the College of Agricultural Poster Fair you mentioned. As we discussed, I have history in event planning and coordination, which would be valuable for this event.

Thank you again for your time, I look forward to hearing from you,

Benny



## Source

Human Resources University of Colorado Boulder (n.d.). "THANK YOU" EMAIL OUTLINE. Career Development. January, 2024, [https://www.colorado.edu/hr/sites/default/files/attached-files/emailed\\_thank\\_you\\_letter\\_outline\\_3-25-21\\_-\\_with\\_logo.pdf](https://www.colorado.edu/hr/sites/default/files/attached-files/emailed_thank_you_letter_outline_3-25-21_-_with_logo.pdf)

OpenAI. (2024). GPT-3.5 (ChatGPT). OpenAI. Retrieved March 2024