



## THANK YOU NOTES

You may have just had a fantastic interview with the company of your dreams, but the devil is in the details. You must follow up with your interviewers after each interview step to thank them for their time and energy.

A thank you note is a great way for you to show interest while also showing your prospective company that you would be able to follow up with external stakeholders after key meetings in the field. It's important to get a thank you note sent to your interviewer within 24-36 hours of interviewing via email.

### **Here are a few additional reasons why thank you notes are so important:**

- They reaffirm your interest in the position and thank the interviewer for their time.
- They can be used to answer any questions that were left unanswered during the interview (EX: If you're asked a scientific question that you aren't 100% sure on and needed a little time to research/find the answer- use the thank you note as an opportunity to do that).
- It is another chance for you to tell the company/interviewer why you're a good fit.
- It's a way to show your prompt, and good with follow-through.
- They're a great way to ask about the next steps in the interview process.

### **Now that you know the importance of a thank you note, let's talk about what all should be included in them:**

- Even though a thank you note can be written in email format (versus saved as a word document or PDF), it should always remain professional, and not too relaxed in regard to your tone.
- When in doubt, keep the introduction professional (Dear Dr., Ms., Mr. Name of interviewer).
- Be sure to include specifics about the company name, product or compound, and the position you're interviewing for in the body of the thank you note.
- Thank the interviewer for their time, and for insight on the position within the first sentence of the thank you note.
- Reiterate specifics from your conversation on what you learned about the company/position, or things that genuinely excited you about the position during the interview.
- Remind the interviewer on why you're a good fit and how your background matches the job requirements.
- In your closing statement, mention how grateful you are again and also your level of excitement for the next steps in the interview process.
- Be sure to include not only your name, but your contact information in your signature and let them know they can reach out with any additional questions, or to discuss next steps.

**\* Please remember that these are sample thank you notes and should be used only as a guide. All thank you notes should be different and specific to each interviewer you are sending them to. Thank you notes should never be copy and pasted, or duplicated.**

### **Sample Thank You Notes:**

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Dear (Dr., Ms., Mr. Name),

It was great speaking with you today, and I appreciate the time you took out of your busy day to interview me and share so many great details about this position at company name.

After our conversation, I'm even more excited about this role and believe this position would align perfectly with my background and what I would be looking for. With my experience in relevant experience, and after learning more about specific information you learned from the interviewer about this position it confirmed that company name would be a great opportunity to contribute my experience and continue to grow in my career.

I look forward to the next steps in the interview process and thank you again for your time today. Should you need any additional information from me, please don't hesitate to reach out.

All the best,  
First name

Below sign-off, include full signature with:  
Name, degree designation  
Phone number  
Email

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Hi (Dr., Ms., Mr. Name),

I just wanted to thank you for inviting me to interview for the specific position at company name. It was great to hear about company name's goals for specific details from your conversation.

company name seems like a wonderful place to work, and not just because you mentioned include specific details from your conversation. I really admire the mission that drives your team and organization and look forward to the opportunity to speak to more members of the team.

Please let me know if there's anything else you need from me to move the process forward.

Best,  
First name

Below sign-off, include full signature with:  
Name, degree designation  
Phone number  
Email

## Sample Thank You Notes:

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Hi (Dr., Ms., Mr. Name),

Thank you so much for the opportunity to interview for the position of Job Title and date of interview (ex. today, this afternoon, yesterday). I thoroughly enjoyed speaking to you about specific details from the interview.

This position aligns nicely with my skill and experiences, and I remain extremely excited about the opportunity to join the team. As we discussed, you need someone who skillsets, and I have extensive experience in areas related to the role.

Again, thank you for your time and please let me know if you have any additional questions.

Best Regards,  
First name

Below sign-off, include full signature with:  
Name, degree designation  
Phone number  
Email

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Hi (Dr., Ms., Mr. Name),

Thank you for taking the time to speak to me yesterday about the Job Title position at Company. It was a pleasure talking with you, and I really enjoyed hearing all about details from your conversation.

The information you shared about something specific that interests you sounds particularly interesting. I am confident that my skills would allow me to come in and succeed in this role, and it's a position I'd be excited to take on.

I'm looking forward to hearing from you about the next steps, and please don't hesitate to contact me in the meantime if you have questions.

Thank you again, and I hope to hear from you soon.

Best Regards,  
First name

Below sign-off, include full signature with:  
Name, degree designation  
Phone number  
Email