**Thank You Letter**

Sending a thank-you email after an interview is good practice in the professional world. It shows how enthusiastic you're about the role and may give you an edge in the consideration process before the next phase. Here we will explain the meaning of an email thanking your interviewer, discuss why it's important, outline how to write one, and provide examples of a thank-you email.

**Importance of an email thanking your interviewer**

Sending a thank you email after an interview is not mandatory, but it's advisable to send it because a thank you email is an opportunity to re-emphasize your interest in the role while indicating that you're the best candidate for the job.

Through a thank you email, you express enthusiasm for the job and to leave an impression on the interviewer's mind. It can give you an edge over other applicants and may increase your chances of getting to the next stage of the interview process. In addition, you show attention to detail by thanking the interviewer for the time and highlighting key takeaways. It also proves effective listening and communication skills which are soft skills that hiring managers often require in the workplace.

Another reason for sending a thank-you email after your interview is to mention something important you may have not stated during the interview. The email gives you a chance to provide any additional detail about your skills and experiences related to the job. It is also an avenue to clarify some points that may have been unclear during the interview.

**How to write an interview appreciation email**

Follow these steps to help you sound professional and concise when drafting a thank you email:

* **Begin with a subject line**

The purpose of paying attention to your subject line is to send an email that your interviewer can easily notice. It is advisable that the subject line is concise, impactful, and, if possible, specific to you. You may use such subject line as "Thank you for the interview today." You can always include your name or initials in the subject line to make it more personal. While being specific, it's important to keep the subject line to an appropriate length.

* **Follow up with salutations**

Next, begin your email with a salutation, preferably a formal or semi-formal salutation, depending on your experience with the interviewer. You can begin with "Hello" or "Dear," followed by their name. In most cases, it's acceptable to address the interviewer by their first name. Otherwise, you may want to input their full name.

* **Show gratitude while highlighting specifics**

Appreciate the interviewer's time while stating anything that stood out for you during the process. For example, you can thank them for providing insight into what the company does or for giving comprehensive feedback towards the end of the interview. When doing this, ensure the focus is on the interviewer while you demonstrate your enthusiasm for the job and role.

* **Input details from the conversation**

It is also important that you share any additional details from the interview while referring specifically to the firm's name and the job title. Considering that the interviewer may have interviewed several people simultaneously, it's easier for your interviewer to remember you. Also, find a way to connect what you've learned about the role and company to your own interests to better position yourself for the job.

However, please note that you don’t need to write a long essay here. Busy professionals already have too much email to read. Try to keep your email short and professional.

* **Conclude with a call to action and additional information**

The goal is to spur your interviewer to consider you positively. You can end with a call to action indicating you're looking forward to the next stage of the application process. You can also set yourself apart by giving a personal statement and stating what unique value you bring to the job. As the concluding part, ensure it's brief and impactful.

* **Sign off politely with your contact information**

You can finally sign off using a professional signature. You may either use "Yours Sincerely," "Many Thanks," or "Best Regards." In addition, you may want to add your full name right after. Finally, before sending the email, ensure you use the email you used when applying for the job.

**Samples**

It’s okay to follow a general template with your thank you emails, but make sure to add enough customization that your message doesn’t look like a bad “cut-and-paste” job. In every email, reference something specific to your previous conversation. At the very least, make sure you include the right company name and job title. Here we have two samples for your reference:

**Subject: Thank you for the opportunity**

Hello Clark,

Many thanks for your time and the interview session earlier today. The opportunity as a project manager at New Haven Technologies sounds like a great one and a role that I want to fill. Having to learn more about the firm's core values at the interview today stood out for me as the values that resonate with me. The firm's growth trajectory over the years is well defined, and I want to be a part of it.

With my previous experience at Blacksworth International Corporation, I can bring transferable skills that can be of immense value to the firm. These skills and experiences, I believe, make me an ideal fit for the role. I look forward to hearing from you at your earliest convenience. I am also open to answering any further questions that you may have.

Best Regards,Jeffery Bloom

**Subject: Thank You Amanda!**

Hello Amanda,

Thank you so much for taking the time to meet with me and talk about the position of the Senior Digital Marketing Specialist with ABC Inc. yesterday. It was a pleasure to learn more about your approach to growing organic traffic.

Our conversation made me even more excited to join ABC. What interested me in particular was how sharply your efforts are focused on the actual reader experience, not just technical SEO issues.

I was thinking about what you said regarding your plans to expand the email subscribers base by offering free bonus content downloads in the upcoming quarter. In my current role as Content Marketing Specialist with XYZ I found that using contextual click-triggers for bonus downloads within blog posts increased the subscription rate by 35% compared to regular pop-ups. I hope that helps!

I’m sure my experience can translate into similar success as your new Senior Digital Marketing Specialist.If you need any additional information from me at this point, please feel free to contact me. Looking forward to hearing back from you next Friday, as discussed.

Thanks again for your time!

Sincerely,Jane Redlock