

Post-Interview Thank You Letters

A well-written thank you letter is always viewed in a positive light! Especially for positions you're very interested in, taking the extra time to follow up with a note after an interview communicates your interest, commitment, and other positive traits. It's also an opportunity to showcase your writing skills!

There are a couple qualities/segments of strong thank you letters, which are typically delivered via email! Here are our top 5 best practices to keep in mind when drafting your thank you letters post interview:

1. Show appreciation for the time of all involved in the interview process
2. Reiterate your interest and/or excitement in the job, referencing aspects of the job specifically mentioned during the interview, which shows you were listening
3. Highlight your key qualifications based on your knowledge of the role
4. Provide additional "candidate marketing material" (i.e. LinkedIn recommendations, writing sample)
5. Send within one day after the interview

Example Thank You Letter

Insert Manager Name,

Thank you very much for taking the time to meet with me today and discuss the _____ position in your _____ Lab. I found our conversation to be very enjoyable and insightful, and I left with a great understanding of what the position will entail. As I mentioned, I'm very excited to pursue a position developing new analytical techniques, where my efforts will directly benefit the big picture of your team.

While the majority of my experience is from my courses, research studies and internship during my Chemistry program, I look forward to applying what I learned in the lab and practical and educational setting, and also learning and developing new techniques and procedures that will contribute to your Lab.

I appreciated that ___ was able to do a thorough review of the research and analysis techniques your lab utilizes, and I will start to invest some time to better familiarize myself with those. Having a background and foundational understanding of the theories behind the techniques should help speed up my ramp up time, so I can hit the ground running and be a contributor quickly.

I've included some of my LinkedIn recommendations below, and can provide additional references or other materials to help my candidacy if you'd like.

I look forward to hearing your decision and next steps! Thanks again for your time and consideration!

LinkedIn Recommendations/References

Copy and paste any strong recommendations...

Sincerely,
Name