

How to Write a Thank You Note

After a first interview Example

Subject Line: "Great to meet you today." or "Thanks for meeting with me"

Message:

Dear [Interviewer name]

"Thank you for taking the time to discuss the _____ position with me today."

"I am excited about the opportunity to _____."

"I look forward to hearing from you. Please don't hesitate to contact me if you need any additional information."

"Thank you" or "Sincerely"

[Your Name]

[Your E-mail]

[Your Phone] - The interviewer should already have these details on file, but listing them in your email can make it easier for the hiring team to contact you for additional steps.

After a recommendation letter example

Subject Line: "Thank you"

Message:

Hello [Name]

"I really appreciate you taking the time to write a recommendation letter for [reason]- such as a college application."

"I am happy to share that I have received a [What you got from this letter]" -such as a scholarship or a job position, etc."

"I would like to thank you for your encouragement throughout this process."

"Sincerely"

[Your name]

[Your E-mail]

[Your Phone]- if appropriate.

