

Name: _____
Miss Skirtich
Communications
10/13 January 2020

Post-Interview Email and Handwritten Thank You Note

After completing your interview, you must thank each interviewer by sending them an email AND a hand-written note. Use the format below to help you write each email. Remember, you must send the email and handwritten note immediately to earn full credit for this assignment.

Thank You Emails should be sent on the SAME DAY AS your interview!
Thank You Notes should be sent THE NEXT DAY AFTER your interview!

Thank You Email/Handwritten Note Format

Greeting: (Dear Mr./Mrs./Ms./Dr. _____:)

Body (Reflection and Thank you):

You may use the sentences in bold font for your own emails, but the rest of the body must be in your own words.

- **Thank you for the opportunity to interview for the position as a(n) _____.** It was a pleasure meeting you and learning more about the position. As you may recall from our interview, I am an excellent candidate because _____.

- Final thank you and contact information (optional)
 - **Thank you again for _____.** **If you ever need anything, please feel free to contact me at (your email) or (your phone number).**
 - Add any additional comments that you wish to make.

Closing: (Sincerely,/Yours truly,/Best wishes,)

Your typed name

(Your email signature)