



*The Realist Guide to
Thank You Notes.*

THE
Resume
REALIST

"Always have an attitude of gratitude."

Dolly Parton

Ok, so you've just nailed your interview, now what? It's important to keep the interviewer's interest, attention, and focus on you. Sending a compelling thank-you message reminds the interviewer of why they liked you and reinforces your qualifications for the job. We want to make it a complete no-brainer on why you're the best fit to solve the pain points and problems the interviewer faces.

How to maximize your thank you notes:

Send the note within 24-48 hours of your interview.

Most hiring teams prefer to keep interviews clustered together, so if you're interviewing this week, chances are high that others are also interviewing this week. Keep your name and qualifications on the top of their mind by sending notes quickly. We recommend emailing your note to ensure timely delivery.

Express Genuine Gratitude

Thank the interviewer for the opportunity to interview for the position. Keep it genuine and heartfelt, thanking the interviewer for their time, insights, and consideration. A little gratitude can go a long way in leaving a positive impression.

Reinforce Your Fit for the Role

Use this opportunity to reaffirm your enthusiasm for the role and your confidence in your ability to excel. Highlight specific aspects of the job or company culture that resonate with you and emphasize how your past wins and impact align with this role. This is your chance to demonstrate why you're the perfect fit for the job.

Showcase Your Strengths and Achievements

Remind them of your accomplishments and unique strengths. Share specific examples of past successes that demonstrate your ability to add value to the role and the company. Whether it's a major project you led or a significant milestone you achieved, make sure to highlight anything you missed in the interview.

Personalize Your Message

Make your thank-you note memorable by personalizing it to the specific conversation you had during the interview. Reference key points discussed, reiterate your interest in specific aspects of the role or company, and include any follow-up questions or ideas that emerged during the interview. This shows that you were actively engaged and attentive during the interview process.

End on a Positive Note

Close your thank-you note on a positive and confident note with a clear call to action. Reiterate your enthusiasm for the opportunity to join the team and express your eagerness to contribute to the company's success. Thank the interviewer once again for their time and consideration, and leave them with a lasting impression of your professionalism and enthusiasm.

Sample Thank-You Note Templates

In this guide, we've included 3 sample templates for your customization:

- Emphasizing Alignment with the Job*** [Sample template 1]
- Highlighting Unique Achievements*** [Sample template 2]
- Incorporating Personalized References*** [Sample template 3]

Feel free to customize these templates to fit your unique brand, voice, and the specifics of your interview experience. Remember, authenticity is key, so make sure your thank-you note reflects your genuine enthusiasm and appreciation.

With these tips and templates in hand, you're well-equipped to craft a thank-you note that will leave a lasting impression and set you apart from the competition.

Best of luck, and here's to your continued success!



SAMPLE TEMPLATE 1

thank you

DATE

Name of Interviewer
Title of Interviewer
Interviewer E-mail
Address
Name of Company

Interviewer First Name,

I hope this email finds you well. I wanted to express my gratitude for the opportunity to interview for the [Job Title] position at [Company Name] last week. I thoroughly enjoyed our conversation and gained more insight into the team culture and goals.

Reflecting on our discussion, I'm particularly excited about the emphasis on [specific technical skill or competency discussed, e.g., data analysis, project management]. My experience leading [mention relevant project or achievement] has honed my abilities in this area, and I'm eager to leverage these skills to drive success in the [Job Title] role.

I was also impressed by [specific aspect of the company or team culture discussed]. It aligns perfectly with my values and professional goals, making me even more motivated to join your team.

Please don't hesitate to reach out if you need any further information from my end. I am more than happy to provide any additional details or references that may assist in your decision-making process.

Thank you once again for your time. I look forward to hearing from you on next steps.

Thank you,

Miley Cyrus

☎ (123) 456-7899

✉ email address

SAMPLE TEMPLATE 2

WYNONA JUDD

JOB TITLE

+123-456-7890
email@site.com

Date

Hiring Manager's Name

Hiring Manager's Title | Company Name

JOB TITLE

Dear Hiring Manager's First Name,

Thank you for taking the time to meet with me today to discuss the opportunity to join the [Job Title] team at [Company Name]. Our conversation reaffirmed that my background and skills align well with the requirements of the role.

I'm particularly excited about the emphasis on [mention a key soft skill or attribute required for the role, e.g., collaboration, communication]. Throughout my career, I've consistently demonstrated my ability to [provide specific example of how you've applied this skill to achieve success]. These experiences have prepared me to thrive in the collaborative environment at [Company Name].

I was inspired by [mention specific project or initiative discussed] and the innovative approach your team is taking. I am eager to bring my unique perspective and contribute to innovation.

Thank you once again for your time and consideration. I am enthusiastic about the opportunity to potentially join your team and make meaningful contributions.

Sincerely,

Wynona Judd

DOLLY PARTON

EMAIL

email@dolly.com

LINKEDIN PROFILE

linkedin.com/dolly

PHONE

(123) 345-7890

DATE

Dear [Interviewer's First Name],

Thank you for your time today, it was great to meet you! I appreciate the opportunity to learn more about the [Job Title] position and how the role contributes to the team.

One of my references that managed my [mention a relevant aspect of the job or industry] described me as "[Insert quote from former manager highlighting the candidate's skills, work ethic, or achievements]." This endorsement encapsulates the essence of what I bring and reinforces my commitment to delivering excellence in all that I do.

As we spoke about the expectations and objectives of the [Job Title] role, I became even more excited about the prospect of leveraging my [mention specific skills or experiences discussed] to contribute to the success of [Company Name]. The opportunity to collaborate with such a talented team in pursuit of [mention company goals or mission] is incredibly motivating.

I encourage you to explore additional insights into my qualifications and character by reviewing the recommendations on my LinkedIn profile. Colleagues and mentors have graciously shared their perspectives, offering valuable insights into my work ethic and collaborative approach.

Thank you once again for considering my candidacy for the [Job Title] position. I am eager to bring my skills and enthusiasm to [Company Name] and contribute to its continued growth and success.

A stylized, handwritten signature of the name "Dolly" in a cursive script.