

SAMPLE THANK YOU/ INQUIRY LETTER

Avoid using gender specific greeting.

Emphasize your appreciation for the opportunity.

Leave a final remark to encourage the recruiter to follow up with you.

Hello (Name of Interviewer),

I would like to thank you for taking the time to interview me today. I truly appreciated it and had a wonderful experience that left me even more excited about the opportunity to work as a part of this organization. I enjoyed hearing your insights on the workplace culture at (Organization Name), particularly with regards to providing opportunities for professional development and the chance to collaborate with colleagues across departments. Thank you once again for this opportunity, and if you have any additional questions for me please let me know. I look forward to hearing from you.

Best,

(Full Name)

This is based upon your conversations from the interview. Think about things that impacted you the most...what was insightful or encouraging? Emphasize that here.

If you're sending thank you letters to multiple people, identify something unique and specific that resonated with you.