



## AFTER YOUR INTERVIEW + WRITING A THANK YOU EMAIL

1. Evaluate the OPPORTUNITY and the ORGANIZATION
  - Does this seem like a good opportunity? Will it provide you with the chance to learn new skills and gain experience related to your career interests?
2. Evaluate your PERFORMANCE
  - Ask yourself which questions you answered well and which ones you found difficult to answer. Make notes so you can improve on your next interview.
3. Send a THANK YOU note
  - Try to send a brief thank-you note within 24 hours of the interview (should be brief and to the point, a couple of brief paragraphs are sufficient)
  - Sending a thank you note by email is acceptable when time is of the essence. Tip: To make it easy for your reader, your message/content can appear in the body of the email (vs. sending a letter on your personal letterhead as an attachment). If more than one representative from the organization interviewed you, you can send one email with all parties in the “to” address line.
  - Include the following:
    - An expression of appreciation for the interviewer’s time
    - A reference to the interview date and position for which you are a candidate
    - A statement of how your interest in the job has been enhanced as a result of the information supplied by the interviewer
    - A reiteration of your qualifications, and if applicable, include any relevant details about your background you neglected to mention during your interview
    - An indication that you are looking forward to hearing from them soon
4. Don’t worry about following up – you should if you haven’t heard from the interviewer by the promised date and politely inquire where they are at in the selection process. Take the time to re-state your interest.

### **THANK YOU EMAIL #1 - SAMPLE ONLY DO NOT COPY**

Good Morning Robert,

It was great to meet you yesterday during my interview for the Summer Audit Intern with Cargill. Thank you so much for the time you spent with me to discuss the opportunity.

I believe that I would be a great candidate for the Audit Intern position, as I have experience in \_\_\_\_\_ and am looking forward to making a positive contribution at Cargill.

If you have any further questions, I can be reached at (204) XXX-XXX.

Thank you,  
Your Full Name

### **THANK YOU EMAIL #2 - SAMPLE ONLY DO NOT COPY**

Hello Mr./Ms. Last Name,

Thank you for taking the time out of your busy schedule to talk to me about the POSITION NAME with COMPANY. I appreciate your time and consideration in interviewing me for this position.

After speaking with you, I believe that I would be a perfect candidate for this position, as I offer \_\_\_\_\_ that is needed for the position.

I am very interested in working for you and look forward to hearing from you once the final decision is made regarding this position. Please feel free to contact me at any time if you have any further questions. My phone number is (204) XXX-XXXX.

Thank you again for your time and consideration.

Regards,  
Your Full Name

**THANK YOU EMAIL #3 - SAMPLE ONLY DO NOT COPY**

Good Afternoon Sandra,

Thank you very much for taking the time to meet with me to discuss the opportunity in Personal Banking. It was a very informative interview. The Royal Bank's new initiative for online banking is both innovative and customer focused.

As I mentioned during the interview, my two years' experience in customer service positions, combined with my education and interest in the banking industry, will allow me to quickly contribute to the continued success of RBC.

Thank you for considering me for the position of Personal Banker. I look forward to hearing from you. If you have any questions, I can be reached at (204) XXX-XXXX.

Sincerely,  
Your Full Name

## After the Interview Checklist

After the interview, take a few minutes to reflect on your performance during the interview.

- Was I friendly and courteous with everyone?
- Did I act enthusiastic and interested in the job and the company?
- Did I research enough about the position and company to confidently answer questions about my ability to contribute to the role?
- Was I confident throughout the interview?
- Did I communicate all the necessary information about my background?
- Was I prepared for the questions asked?
- Did I effectively "sell" myself by linking my strengths and experience to the company's requirements?
- Did I use professional language?
- Did I ask all the questions I wanted to ask?
- Overall, did I make a positive impression?

\*\*\*Remember to please consult a Career Consultant if you have any questions or require any additional support or resources regarding interview preparation.