



## SENDING A THANK YOU EMAIL

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INTERVIEW PREPARATION RESOURCE

### INTRODUCTORY PARAGRAPH

- Begin your introductory paragraph with a thank you and express your sincerest gratitude.
- Show the interviewer that you appreciate the time they took to prepare and share details of the role with you.
- Be sure to communicate your excitement in the role and to be part of the organization.

### BODY PARAGRAPH

- Highlight/sell the skills and qualifications you possess that make you an ideal candidate for the job.
- You can also use this paragraph to add any additional information not discussed during the interview or to clarify a topic covered in the interview in more detail.

### CONCLUSION

- Thank the employer once again for taking the time to interview you.
- Indicate that you are open to providing them with further information to ease their selection process.
- Mention that you look forward to hearing back from them for the next steps in the hiring process.



# RESOURCES

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## Example:

SUBJECT LINE: Thank You! – Your Name

Hello John,

I would like to thank you for taking the time to interview me today for the Accounting Assistant opportunity within Beacon Accounting Inc. I enjoyed learning more about the role and the organization from you and your team. I'm confident that my prior work experience and skills would make me an ideal candidate for the position.

I am confident that my strong analytical, administrative, and software skills with your current systems in particular would allow me to contribute to this exciting role at Beacon Accounting Inc positively.

Please let me know if there is any additional information I could provide you with to help you in your decision-making process. Once again thank you for the interview. I look forward to hearing back from you soon!

Sincerely,  
Your Name