

WE ARE CAREER SERVICES THANK YOU EMAIL

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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.

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



CONCLUSION

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

TIPS

If possible, consider sending a handwritten thank you note to the interviewer(s). This would help you to stand out from other candidates and restates your interest in the job.



SIGNATURE

Since this is an email, you don't need a signature. Instead, you could have contact information underneath including your email, phone number, and social links as you see fit.

NORTH CAMPUS
Academic & Career Success Centre
Learning Resource Commons, First Floor
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Academic & Career Success Centre
Student Welcome & Resource Centre, WEL105
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THANK YOU EMAIL TIPS

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Taking the time to write a thank you letter after an interview provides you with the opportunity to get your name in front of the employer one last time while leaving a positive impression.

Send out the thank you letter as soon as possible, preferably, within 24 hours after the interview.

Create a clear and professional subject line For example:

- Thank you!
- Thank you, [interviewer's name]
- I enjoyed learning more about [company name]

Ensure to thank everyone you interviewed with and those who assisted you in the job search process.

Take the time to write a personalized thank you letter for each interviewer if it was a panel. Do not send the same letter to different interviewers at the same company.

Start your email with a personal greeting:

- Address them by their name [hello, interviewer's name]
- If you had a panel interview, please send a personalized thank you email to each interviewer

Keep your letter short and simple but make sure to:

- Reference a highlight from your interview or,
- If there is something you forgot to mention during the interview, this is the perfect opportunity to bring it up

Proofread your letter. Ask a friend or one of our Career Support Peers for feedback and to check spelling mistakes

You can submit your references using the following format:

Name
Position
Company
Address (meeting location)
Email / Phone
Relationship e.g. supervisor