



## Thank You Note Samples

**Sample #1 – Keep it simple. Use this sample after the first or second round of interviews to the first line of talent acquisition employees so they can move you on in the process. Send it by email.**

Hi Liz,

Thank you so much for chatting with me today. It was such a pleasure to learn more about the human resources manager role, and I'm very excited about the opportunity to join NewTimes Crew and help your team bring a new approach to learning and development.

I look forward to hearing from you about next steps, and if I can provide any additional information please don't hesitate to contact me.

All the best,

Bella  
Phone | LinkedIn URL

**Sample #2 – Reiterate how you are the perfect candidate for the role. Use some of the cover letter approach, restating what you heard in the interview as what the employer needs and how you can help bridge the gap.**

Hi Trenton,

Thank you for the conversation today, it was terrific to meet you virtually through Zoom.

It was great to hear about Bridges' goals for streamlining your software and placing an emphasis on quality UX design, and how you see the engineering department playing a major role in these initiatives.

Your company seems like a wonderful place to work—and not just because you mentioned some of the great community involvement opportunities! I really admire the mission that drives Bridges' business.

I look forward to the opportunity to work with your team to implement some of the ideas I mentioned around redesigning the homepage.

Please let me know if there's anything else you need from me to move forward. *I'll circle back with you for a process check next week (optional).* I am excited about the prospect becoming part of your team.

Have a great rest of your week,

Leslie Cole  
Phone | email | LinkedIn URL



**Sample #3 – Differentiate yourself from the other 3 or 4 candidates. Give a little insight into how you would approach a need discussed during the interview.**

Hi {Name of the interviewer},

Thank you so much for meeting with me today. I really enjoyed learning more about your career trajectory at CareerMomentum (and hearing what it was like to join your team and the onboarding experience—so exciting!) and where you see the company going in the next couple years.

To follow up on our conversation about innovative product development, I've attached a short deck with a few initial ideas for implementing a team approach, and would be happy to share further how this might be a helpful resource to you.

I can tell CareerMomentum is a special place to work, and I would be thrilled to join such an innovative, hardworking, and passionate team of individuals. Please let me know if there's anything else I can provide to make your hiring decision easier.

Best regards,

Albert Burks  
Phone | email | LinkedIn URL

**Sample #4 – Executive Thank you Letter**

Dear {Name of decision maker}

I am most appreciative of our conversation today regarding the opportunity to join your organization heading up the litigation department as Associate General Counsel addressing the particular challenges we discussed. Regarding aspects of our conversation that revolve around litigation cost controls let me re-enforce my keen interest in the role and key points from our discussion where my leadership experience and approach will make a materially positive impact in your organization:

- Technology Tools: implemented an electronic billing system and a document management system
- People Management (internal): creating a new training programs and developed a career tracker system
- People Management (external): developed outside counsel billing guidelines reducing legal spend by 15%
- Leadership: developed a senior executives training on safe written communications and deposition techniques
- Leadership: developed open and closed case metrics so management could see the progress of litigation program over time

The positive leadership impact I've had heading up litigation has made a difference in successful outcomes during my tenure and those best practices have been institutionalized providing ongoing benefit. It would be a pleasure to join your leadership team and create a strong litigation management culture to support your executive management team.

I'd be delighted to continue are conversation at your convenience and I look forward to hearing our next steps over the coming weeks.

Best regards,

Name  
Phone | email | LinkedIn URL