**Subject line:** Thank you for the interview

Dear [Name of hiring manager, e.g., Ms. Richardson],

Thank you for taking the time to speak with me about the [title of position] role at [name of company]. I am grateful for your insights into the industry and am especially excited to learn more about [something you talked about in the interview].

After speaking with you, I am confident that my skills in [list skills applicable to the job] make me the perfect candidate for the [title of position] position. Not only would I be able to use my professional and educational background for the benefit of [name of company], but I also look forward to the opportunities for development and collaboration.

I look forward to discussing this opportunity with you more. Please don’t hesitate to contact me to arrange a follow-up interview.

Sincerely,

[Your name]

[Your email]

[Your phone number]

**Tips for success:**

* Follow up within 24 hours of your interview.
* This is a formal thank-you email. Feel free to customize it to suit your needs and the tone of your interview. For example, you might start the email with “Hello Kate,” or replace “discussing” with “chatting.”
* Keep your email short and to the point.
* Double-check the spelling of the recipient’s name.
* Start your email off by expressing your gratitude for your interviewer’s time and insight.
* Add a call-to-action to prompt the next step.
* You might consider sending a handwritten note. If you do, balance the personal touch with the increased time it will take to send a letter in the mail.