

Post Interview Sample Emails

Post Interview Thank You – Send within 24 hours of Interview.

Dear Mr. Griffin:

Thank you for taking the time to meet with me regarding the Marketing Assistant position at StewieCo. Please pass along my thanks to Mr. Tucker and Mr. Quagmire for their time and insight into the way the marketing team operates. Given such dynamic leadership, I can see why StewieCo has been so successful.

If there are any questions I can answer about my qualifications, please feel free to contact me at the email address or phone number listed below. I look forward to hearing from you.

Best Regards,
Bobby Gateway

Interviewed, still interested in position. – If you have not heard back in the timeframe discussed at the interview.

Dear Mr. Griffin:

Thank you again for meeting with me to interview for the position of Marketing Assistant with StewieCorp. I really enjoyed talking with you and the team about the company and the opportunities in the Marketing Department. I am writing to let you know that I am still interested in the position. As I mentioned in the interview, I completed an internship with BartCo last summer and feel like my academic coursework and work experience is a good fit for your team. If there are any questions I can answer about my qualifications, please feel free to contact me at the email address or phone number listed below. I look forward to hearing from you.

Best Regards,
Bobby Gateway

Email Accepting Offer

Dear Mr. Griffin:

Thank you for your offer of employment as a Marketing Assistant with StewieCo. I hereby accept your offer and look forward to receiving further details from human resources about employment.

I look forward to working with you.

Best wishes,
Bobby Gateway

If you would like assistance crafting this or any other correspondence, please visit the Rockwell Career Center webpage at www.hirebauer.com to schedule an appointment with a Career Counselor.