

# Post College Interview Thank You Email Template

## **Why are Thank You notes important?**

You may not think that a little simple note could be important or make a difference, but it does. It is crucial. By following up with a well-written Thank You note/email, it reaffirms the admissions officer/ alum of your interest in attending X college.

## **How long should you wait to email the Thank You note?**

It is suggested that you send an email **48-72 hours after the interview**. You want to make sure that your note reminds the interviewer of who you are, how awesome you are, and why you would be a good fit for that particular school.

## **What does a Thank You email look like?**

### **Sample 1:**

*Dear Mr./Ms./Mrs. [last name of interviewer\*\*],*

*Thank you for taking the time to meet up with me on [date]. I really enjoyed talking to you and am so glad that we both [conversation topic that you enjoyed and that you both shared in common].*

*Through our conversation, I also learned much more about [school] and am glad to know that [fact about school that you found useful, interesting, or endearing]. It was truly a pleasure to hear about your own experiences at [school], which made the school seem like not an institution but a home and community.*

*(If you really bonded with your interviewer, you can add the following: "I'll keep you posted on any updates to my applicant status.")*

*Once again, I appreciate your time and insights.*

*Sincerely,*

*Ariana Grande*

**Sample 2:**

*Dear Ms. Nieto*

*This note is to thank you for our interview last week. I appreciated visiting campus and seeing the grounds and buildings for myself. Everyone was very helpful. I also enjoyed meeting you; you really helped me through one of my first interviews and put me at ease. It was nice to find out someone else likes a good horror film once in a while.*

*I am very interested in Chicago College. It seems like a good fit for me, especially the small classes and personal attention students seem to get at Chicago College. I think that kind of community atmosphere will be a good learning environment.*

*Thank you again. Perhaps we will meet once more if I am lucky enough to be a student at your college next fall.*

*Sincerely,*

*Cardi B.*

**Sample 3:**

*Dear \_\_\_\_\_,*

*I want to thank for taking the time to talk to me over the phone/skype [yesterday/today/on Monday]. I really enjoyed meeting you and hearing more about [talk about something that they shared with you that you found interesting, perhaps related to their time at the college or university you applied to, or perhaps not. This depends on how the conversation went.]*

*I appreciate your patience with me and the fact that you answered my questions so thoroughly and thoughtfully. I remain incredibly interested in and enthusiastic about [college/university], and I am so happy that I was able to meet with you. I hope you have a great [week/weekend] !*

*All my best,*

*Daisy Marquez*

## Anatomy:

**Anatomy of a GOOD EXAMPLE**

Appropriate greeting: Dear Dr. Schafer,

Begins with "thank you": I would like to thank you for taking the time to ask me a few questions and getting to know me a little better during our interview. I especially enjoyed your question concerning my experience in food service. In the medical field it is imperative to evaluate what is best for the patient, and your question made me consider a relationship between food and health I had not considered before. I appreciate your interest in my application, and I am excited to hear from the University of Florida's Physician's Assistant Program. Through my integrity, ambition, and hard-work ethic, I hope to contribute to the already dynamic, focused, and devoted program here in Gainesville. Have an excellent day, and thank you again for your time.

Incorporates specific experience from interview: I especially enjoyed your question concerning my experience in food service.

Appropriate close: Sincerely, Britney C.

Specific pitch for qualities: Through my integrity, ambition, and hard-work ethic, I hope to contribute to the already dynamic, focused, and devoted program here in Gainesville.

Extra polite final line a nice touch: Have an excellent day, and thank you again for your time.

---

<p>Dr. Schafer,</p> <p>Thank you so much for taking your time to make my interview at Vanderbilt University Medical School so enjoyable today. I especially enjoyed talking with you about your son and possible ways to calm an "unsoothable" child in the medical practice. In addition, I appreciate the information you gave me about the possibilities available for medical students who would like to work with the pediatric critical care center at the Children's Hospital at Vanderbilt. I look forward to attending Vanderbilt Medical School in the fall.</p> <p>Sincerely, Kara L.</p>	<p>Dear Dr. Arnold,</p> <p>I really enjoyed my visit to Stanford. I want to thank you, your Dean of Admissions, and first year medical student, for taking the time to interview me. I especially enjoyed the opportunity to discuss my experience with the Shand's Cuddler volunteer program, which has been a unique hands-on learning experience for me, and my volunteering as a tennis coach assistant through which I honed leadership and interpersonal skills. I am a self-motivated, dedicated student who is steadfast in meeting my goals, and I know Stanford can use an asset like me. I am excited that you offer such great volunteer opportunities such as the SMSA (Stanford Medical Student Association) and women in medicine, which I will definitely take advantage of. However, I am most impressed with Stanford's unparalleled opportunities in clinical patient care. I am looking forward to being part of your program in the fall.</p> <p>Sincerely, Jessica S.</p>
--	---

### Before you hit "Send":

- Use the sample Thank You emails as a guide, but try to make the email as genuine as possible. Add some originality to your email. Don't be afraid to talk about something else, too, that the sample emails do not cover.
- On your last read over the email, as yourself this: will your interviewer realize just how much the interview meant to you.
- Make sure you triple-check the email and that there are no grammatical errors.