

HOW TO WRITE A THANK YOU NOTE

COLLEGIATE
SALES SOCIETY

After an interview, it is very important that you send a follow-up thank you email or hand-written note. It's a great way to show your appreciation and reiterate your interest in the position and highlight your communication skills.

Example

Dear Cameron,

I wanted to say thank you for meeting with me today. It means a lot to me to have had the opportunity to talk with you about the Sales Development Representative role and learn more about your vision for the sales team.

San Diego Candy Company (SDCC) seems like a wonderful company and our conversation confirmed my interest in becoming part of the team. I sincerely relate to the culture at SDCC and am pleased that employees are offered the opportunity to continue growing their sales skills.

Start with a
greeting

Thank them for
their time

Be specific and
show active listening
skills



As we discussed, my experience includes using marketing tools like Facebook and Instagram to reach prospective buyers. I was impressed with the current following of SDCC and the interest it's gained in the timeline you provided. I feel confident that my past of working with startups and growing relationships would allow me to effectively fulfill the position requirements.

Thank you for taking the time to speak with me. Please feel free to contact me at youremail@email.com or 888-888-8888 if you have additional questions. I look forward to hearing from you.

Sincerely,

Edward Smith

Always demonstrate excitement for the next steps



End with a thank you and closing



Best Practices

- Need to find the interviewer's email? Check the calendar invite, or ask the recruiter you are working with for it.
- Title of email: "Thank you, INSERT FIRST NAME!"
- Download the free version of Grammarly OR have a friend review before sending!
- Timing: Send the email ASAP! No time is too soon, don't wait more than 12 hours!
- If you worked with a recruiter, text them to let them know that you sent the follow-up thank you email, or BCC your Recruiter on the email.

