Thank You Email After an Interview — Cheat Sheet

Bonus one-pager for uniquestoremarket.com's “How to Write a Thank You Email After an Interview” guide

The three chapters, in order

1. **Ch. 1 — Timing and who** — send within 24 hours, ideally that same evening; get each person's name spelling and email during the interview.
2. **Ch. 2 — Four-part structure** — specific subject line, opening line naming day and role, one or two specific sentences, short closing line. 100–150 words.
3. **Ch. 3 — Make it specific** — jot down one concrete detail the moment the interview ends, and build the reference sentence from it.
4. **Panel interview** — send each person an individual email — same structure and closing, different reference sentence. No group CC.

Before you hit send this week

- List everyone you spoke with by full name and role, with the correct spelling and a working email address (Ch. 1).
- Next to each name, note one specific thing that person asked or said, and decide the exact hour you'll send (Ch. 1).
- Write the subject line as “Thank you — [Role title] interview”, then draft the opening and closing lines (Ch. 2).
- Keep the whole email to roughly 100–150 words, and read it once out loud before sending (Ch. 2).
- Write your generic “before” sentence, then rewrite it as the “after” using your captured detail (Ch. 3).

Watch out for

- A line that could follow any interview, at any company, for any role unchanged (Ch. 3).
- Sending late: a week-old thank-you arrives after the decision is already shaped (Ch. 1).
- One message CC'd to a panel, or the same paragraph pasted into each inbox (Ch. 1).
- Going long or over-eager: a long email reads as anxious, not thorough (Ch. 2).

Full guide: uniquestoremarket.com/how-to-write-a-thank-you-email-after-an-interview