Workshop: The Thank You Email After an Interview

Right Time, Right People, One Real Detail

Bonus material for uniquestoremarket.com's "How to Write a Thank You Email After an Interview" guide. A facilitator script that walks a client or small group through the guide's three chapters live (timing and recipients, the four-part structure, making it specific), ending with a draft email ready to send.

Session objective

By the end of this session, each participant leaves with: (1) a list of everyone they spoke with, with spellings and a send time, (2) a draft email in the guide's four-part structure, 100–150 words, and (3) one real detail from the conversation turned into the sentence that makes the email specific.

Format and length

45–60 minutes. Works 1-on-1 or with a small group (up to 6 keeps the read-aloud round workable). Best when each participant has a real recent or upcoming interview in mind. Needs: paper or a shared doc, and a timer.

Agenda

1. Opening — why this five minutes matters (8 min)

Read the guide's framing: this is the lowest-effort, highest-leverage five minutes in the interview process, and most candidates skip it or send something so generic it does nothing. The interviewer already decided how the conversation went; the email reminds them, at the right moment, that you were paying attention. That works only if it arrives on time and references something real. Ask: "Have you ever sent a thank-you note that could have gone to any company? What did it say?" Then state the session goal: a sendable email by the end.

2. Ch. 1 — Timing and who to send it to (10 min)

Teach the rule: send within 24 hours, ideally that same evening, because the email is the last data point the interviewer gets before they compare notes or write up feedback. Get names and addresses during the interview itself — ask for a business card, or ask "could I get your email for a follow-up?" Then run the three Ch. 1 exercises: list every person you spoke with by full name and role; note one specific thing each person asked or said; write down the exact time you'll send each email. Panel of two or more? Each person gets an individual email — not one CC'd message, not the same paragraph pasted twice.

3. Ch. 2 — The four-part structure (15 min)

Write the four parts where everyone can see them: (1) specific subject line naming the role, (2) opening line thanking them and naming the day and role, (3) one or two sentences referencing something specific from the conversation, (4) short closing line restating interest and availability, without begging or over-eagerness. Show the guide's sample: "Subject: Thank you — Marketing Coordinator interview. Hi Sarah, thank you for taking the time to speak with me yesterday about the Marketing Coordinator role…" and point out each part. Participants then write their subject line in the format "Thank you — [Role title] interview" and draft the opening and closing lines, leaving a gap for the specific reference. Target 100–150 words overall; a long email reads as anxious.

4. Ch. 3 — Make it specific (15 min)

Put the guide's before and after side by side. Before: "It was great learning more about the role and team." After: "I appreciated you walking me through how the support team triages tickets during a product launch…" Ask the group why the second one proves you were in the room. Participants write their own generic "before" sentence, then rewrite it using the one detail they captured (a project name, a challenge, a phrase the interviewer used). Optional: if relevant, write one clarifying sentence for anything they'd answer differently now,

modelled on the guide's Tableau, not Looker example — one sentence, no apology spiral.

5. Read-aloud and close (5–10 min)

Each participant assembles the full draft and times it against the ten-minute target, then reads it once out loud (the Ch. 2 checklist item). Others listen for any line that could apply to a different interview unchanged. Close by having everyone say the hour they will send it. Final line: “The email only works if it goes out tonight, with a detail only this interviewer would recognise.”

Facilitator notes

- The most common failure is a reference sentence that is a general impression (“great team”) instead of something concrete. Don't move on from step 4 until each sentence names a project, a challenge, or a phrase.
- Participants with no recent interview should pick an upcoming one, leave space for the names, and practise on a remembered conversation. The guide says to write the detail down the moment the interview ends, not hours later.
- Watch for over-long drafts and over-eager closings. Cut anything that begs; the closing line only restates interest and availability.
- If a participant's weak-answer sentence grows past one sentence, cut it back. The guide's rule is one honest sentence, not a defensive essay.

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