

Send thank you email within 24 hours!

- To each interviewer, acknowledging the time they invested with your interview
- Reinforce your interest in both the company and the position
- A brief overview of your qualifications and skills
- Keep it short and simple
- Proofread your Thank You Email, as this is a tool to influence

Sample Thank You Email

Dear _____,

Thank you for meeting with me this morning to discuss your open Director of Regulatory Affairs position. I enjoyed our conversation, and I am very excited about the possibility of joining your team and organization.

We discussed my 20 plus years of experience in the pharmaceutical/biotech industry. I appreciate your interest in how the combination of my achievements in strategy, development, coupled with my extensive FDA interaction is a valuable combination that can benefit your organization. What we did not have a chance to cover fully is my competitive drive, initiative, and reliability in accomplishing goals. I hope you got some sense of these innate abilities from our conversation.

Please feel free to call me if you need additional information. Thank you for your time, and I look forward to hearing from you.

Sincerely,

John Smith