

## Thank You Email

Sending a thank you email is important, as it can potentially help you stand out and make a difference between you and other candidates. Regardless of how well you think you performed in the interview/s, remember to send a letter of thanks.

### Purpose of a thank you email:

- Express gratitude for time spent
- Reiterate your qualifications and interests
- Request consideration of offer or second-round interview
- Solidify the established connection and remind interviewer of who you are

### Personalized:

Reflective of conversations during interview. Different for each person you interviewed with - there is a chance they will share to check for differences.

### Method:

- Brief, succinct
- Emailed, never mailed and never handwritten
- Within 24-48 hours, always

### Who:

- Everyone you interviewed with, if you can obtain individual email addresses. Could include front desk or other administrative assistants who were helpful.
- Consider writing a single thank you email to the hiring team and asking the hiring manager or human resources person to kindly forward it to everyone on the team.

### Sample Thank You Email:

Subject: Thank You

Dear (use first name, if used during interview; otherwise, err on the more formal side and use Mr./Ms.),

Thank you for taking the time to meet with me earlier today to discuss my qualifications for the front office internship at Four Seasons Hotels and Resorts. Our conversation was truly enlightening, and I greatly appreciated the chance to learn more about the exceptional work culture and the unique opportunities that the Four Seasons provides.

Your insights have strengthened my interest in the position. I believe that my background in hospitality and my genuine passion for providing exceptional guest experiences make me a strong fit for this internship. I am confident that I can contribute positively to the Four Seasons team and uphold its reputation for excellence.

Thank you again for your time and consideration. I look forward to the prospect of being part of the Four Seasons team this summer.

Sincerely,  
Spartan K. Getajob  
(use your email signature)