



# “Thank You” Email Template

Post-Interview “Thank You” Email

## “Thank You” Email: Post-Interview

### *I. Background*

- Following an interview, the candidate should **always** send a “thank you” email to the interviewers, thanking them for their time and re-asserting interest in the position.
  - i. Candidate: An individual who would like to enter the investment banking industry. In this case, the candidate is the interviewee.
  - ii. Interviewer: An individual conducting the interview and asking the questions. In this case, the interviewer is an investment banking practitioner or a HR professional.
- Regardless if the candidate believes the interview went well or not, the candidate should send a “thank you” email because it is good industry practice to follow-up on a conversation.
  - i. Note: The candidate’s perception of the interview does not always translate into the full reality of the situation.
  - ii. For example, the candidate has:
    1. No way to determine how the interviewer fully-perceived the interviewee.

2. No way to determine how well he or she performed relative to his or her peers.

- Be sure to ask for the interviewer's contact information at the end of the interview.

## *II. Tips and Tricks for Effective "Thank You" Emails*

- "Thank you" emails should be short and concise.
- "Thank you" emails should be personalized, containing the interviewer's name and at least one reference to a talking point that came up during the interview.
- "Thank you" emails should be sent out within 24 hours of the interview.

## *III. Email Template Examples*

Hi [Practitioner's name],

It was a pleasure speaking with you today.

I really enjoyed our conversation and learning more about [desk x] at [bank x].

I am excited about the opportunity and after today's conversation I am confident that I can be a true asset to the team. I very much enjoyed your position on [interest rate theory] and I think that a [downward shift in interest rates would increase deal flow activity in the M&A markets].

I look forward to continuing our conversation.

Hope to stay in touch.

Thank you,

[Candidate's Name]

[Email address]

[Phone number]

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