

Thank You Letter Assignment

The purpose of a thank you email after an interview is to express gratitude to the interviewer for their time and consideration, repeat your interest in the position, and highlight specific points from the interview that showcase your qualifications and fit for the role. It also serves as a chance to leave a positive, lasting impression and differentiate yourself from other candidates.

You will write an email to the person who interviewed you yesterday. You must cc Mrs. Evensvold in your email. Use your school email. Follow the guidelines below when composing your email.

- **Email Subject Example:** Interview Thank You
- **Greeting Example:** Dear Mr./Ms. Last Name,
- **Body of the Email:** Thank them for taking time to interview with you. You could also thank them for the experience and explain how it helped prepare you for future interviews. Needs to be at least four sentences.
- **Closing:** Sincerely, your first and last name.

Email Addresses

Mrs. Evensvold:
Kendra.Evensvold@kl2.nd.us

Logan Lapica:
llapica@pinnacled.com

Drew Larsen:
dlarsen@pinnacled.com

Tara Uran:
turan@bravera.bank

Rubric

Content	Accepted
Subject Line	
Greeting	
Body Content	
Closing	
Total	/30 Points

This assignment can only be graded if the email is sent to Mrs. Evensvold as well as the person who interviewed you.