



## Write the thank-you note that lands the job.

*Most candidates wing it. The best ones leave a mark.*

### WHY THIS MATTERS MORE THAN YOU THINK

---

The thank-you note is where most candidates lose ground. The interview goes fine, the note is late or generic, and the candidate behind them — who sent a sharp, specific follow-up within 24 hours — moves to the front. Hiring committees notice. They talk about it.

A great thank-you note signals three things at once: you were listening, you can write clearly, and you handle business with care. Those are the traits that separate a good hire from a great one.

### THE FIVE RULES

---

#### **Send within 24 hours.**

*Same day is better. Late-night same day is fine. Two days later is too late — the team has already discussed candidates and your impression is set.*

#### **Email is fine. Handwritten is better when feasible.**

*For traditional or high-touch hospital cultures, a handwritten card mailed the next day is memorable. For most modern settings, a thoughtful email lands harder than a generic card.*

#### **Send one to each interviewer.**

*Not a group email. Individual notes. Even if the content is similar, each note should reference something specific to that conversation.*

#### **Reference something specific they said.**

*This is the rule that matters most. Generic notes get skimmed. Specific notes get remembered. "Your comment about how the new ED layout supports nursing flow" lands. "I enjoyed our conversation" doesn't.*

#### **End with a clear next step.**

*Don't leave them guessing. If you want another conversation, say so. If you're ready for an offer, signal it clearly. Ambiguity at this stage costs offers.*

### THE STRUCTURE THAT WORKS

---

Four short paragraphs. That's it.

#### **① Thank them, anchored to a specific moment.**

Not "thank you for your time." Something like: "Thank you for walking me through the new pediatric protocol Tuesday morning — I appreciated how openly you discussed where the team's still iterating."

**② What stuck with you about the role or organization.**

Pick one thing from the conversation that landed. "What stood out most was the way you described the relationship between EM and the hospitalist team — that kind of operational alignment is exactly the environment I'm looking for."

**③ What you'd bring — specific, not generic.**

Not "I'm a hard worker." Try: "Coming from a high-volume community ED, I think I'd hit the ground running on the staffing flexibility you mentioned, and I'd be eager to contribute to the quality improvement work Dr. X described."

**④ A clear next step or signal.**

If next step is another round of interviews: "I'm available Tuesday or Thursday next week if a follow-up conversation would be helpful — I don't want you to have to chase me for scheduling." If you're ready for an offer: "After this conversation, I'm confident this is the right next step for me, and I'd welcome a discussion about an offer."

**THREE EXAMPLES**

---

Different scenarios, same structure. Adapt to your voice.

**Example 1 • Next step is another round of interviews**

Dr. Patel,

Thank you for the conversation Tuesday afternoon. I especially appreciated your candor about where the department is still working through the new staffing model — it's rare to hear a chair describe both what's working and what isn't with that kind of clarity.

What stuck with me most was your description of how the EM team collaborates with hospitalist medicine on admissions. That kind of operational alignment is exactly the environment I'm looking for at this point in my career.

Coming from a similar volume profile, I think I'd hit the ground running on the throughput goals you described. I'd be especially eager to contribute to the door-to-doctor time work Dr. Chen mentioned.

I'm available Tuesday or Thursday next week if a follow-up conversation would be useful — I don't want you to have to chase me for scheduling.

With appreciation,

*[Your name]*

### Example 2 • Ready to signal interest in an offer

Dr. Williams,

Thank you for the tour of the facility yesterday and for the time you and the team gave me. The conversation about your patient population, the residency culture, and where the department is heading was more useful than I expected.

What stood out most was the way you described the team's approach to peer support after difficult cases. That's not something I've seen built as intentionally at other sites, and it's exactly the kind of practice culture I want to be part of long-term.

I came into the visit cautiously optimistic. I'm leaving confident this is the right next step for me. I'd welcome a conversation about an offer at your convenience.

Thank you again — looking forward to next steps.

*[Your name]*

### Example 3 • Keeping warm when the timing isn't perfect

Dr. Chen,

Thank you for the conversation this morning and for being so direct about the timing on this role. I appreciated learning more about where the practice is heading, even if the timing doesn't quite line up with where I am right now.

What I'll take from our conversation is the way you described your approach to building physician autonomy alongside clinical structure — it's the kind of environment I want to be part of when the timing is right.

If you're open to it, I'd value staying in touch as your needs evolve. I'll keep an eye on what's happening with the team, and I'd welcome the chance to reconnect down the line.

With appreciation,

*[Your name]*

## WHAT TO AVOID

---

- × **Generic phrases that could apply to any interview at any place.** "It was a pleasure speaking with you about this exciting opportunity" is a death sentence.
- × **Long, dense paragraphs.** Five short ones beat two long ones.
- × **Asking about salary in a thank-you note.** Save it for offer discussions.
- × **Trying to be funny.** The interview was your chance for personality. The note is your chance to look like a professional.
- × **Copying the same note to multiple interviewers.** They compare. They notice. Personalize each one.
- × **Bringing up something controversial they said.** Reference what was positive or thoughtful, not what was edgy.
- × **Apologizing for anything.** "Sorry if I rambled on question three" undoes the good impression you just made.

- × **Letting AI write the note for you.** Hiring teams in 2026 read a lot of AI-generated content and they can spot it. Em dashes everywhere, three-part lists, polished phrases that sound impressive but say nothing — dead giveaways. Use AI to brainstorm or proofread if you want, but write the note in your own voice. The interviewer wants to hear from you, not from a model. (And yes — the irony isn't lost on me. This guide was drafted with AI help. The advice still stands: use it as a tool, not a ghostwriter.)

### **PRO TIP FROM TEEDCO.**

---

Write the note before you leave the parking lot. The specifics fade fast. Open your phone, jot down the three moments from the conversation that stuck with you, and one concrete thing each interviewer said. Then write the note that night while it's still vivid. You'll never write a better one than the one you write within a few hours.

---

### **TeedCo. Healthcare Recruiting**

*Matching providers and practices for decades*

83 East Ave · Norwalk, CT 06851 · 203-295-8300 · teedco.com