



## Email to Confirm an Interview

### ! Tips for Confirming a Job Interview

A confirmation email is also an opportunity to ask logistical questions you might have (e.g., where is the office located, who exactly will you be speaking with during the interview, do you need to bring anything specific).



### ! Note

A confirmation email also serves as a reminder to you and the hiring manager and is an excellent opportunity to reiterate your interest in the position.

### ! When to Send the Email

Ideally, you'll send this email soon after the notice of the interview.

If you don't receive a confirmation message within a day or two, follow up with the hiring manager to confirm.

### ! What to Include in the Message

- **Why you're writing:** Lead off the email with the reason you're writing. You can start by saying, "Thank you for the opportunity..." or "I'm writing to confirm the interview details..."
- **Thank You:** Be sure to thank the email's recipient for the opportunity to interview.
- **Ask What You Should Bring:** you should always bring several copies of your resume to your interview. However, some companies might want other documents—social security card, portfolio of work, etc.—on hand during the interview. Others might want you to send a sample of work prior to the meeting.
- **Include Your Contact Information:** Even though the hiring manager has your contact information, make it easy for them to follow-up, if they need to, by including the details in your email signature.

### Interview Response Sample

**Subject:** Interview Confirmation Account Analyst Position - Sara Potts.

Dear Mr. Gunn,  
Thank you very much for the invitation to interview for the Account Analyst position. I appreciate the opportunity and I look forward to meeting with Edie Wilson on June 30th at 9 AM in your Quincy office.

If I can provide you with any further information prior to the interview, please let me know.

Best regards,

Sara Potts  
sara.b.potts@gmail.com  
555-123-1234

### Key Takeaways

- An invitation to interview should include the date, time, and location of the interview.
- It should also include contact information for the interviewer, and a list of any items the applicant is requesting to bring.
- Take the time to send an email reply confirming your participating in the interview.
- If you need clarification of the details, request more information when you reply.