## Sending an Email to Confirm a Residency Interview

*Nice work, you got your interview, but often applicants make a wrong move by responding immediately without first ensuring all parts are in their email.*

**1. Subject Line**

*PGY-1 Interview for Tony Guerra U of Potomac River COP*

Include the position, your name and your school (if applicable) it’s likely this email will be forwarded to all the interviewers.

**2. Salutation**

*Dr. Jones,*

Only use formal titles, do not use first names no matter how familiar you are with them.

**3. Body**

Confirm the details

* Who? Will be on the call (they will probably tell you)
* What? Software (Zoom, Skype)
* Where? Virtual or In-Person
* When? Time Zone especially for out-of-state residencies!

*Thank you for the opportunity to interview for the [formal residency position title], I just wanted to confirm I would love to interview for the position. I wanted to confirm that this interview will include a meeting with [people in the interview, if known] via [software] for a [virtual] interview at 10 AM Central Standard Time on [Month, Day, Year].*

**4. Return Receipt and Cellphone Request**

If no one shows up to a Zoom meeting, you should know whom to call.

*Please let me know if there is anything I need to bring to the interview that I might not already know. Could you please reply with an “I received your email” so I know you did and the cell phone number of the person to call if any issues arise on the day.*

5. Complimentary Close

Sincerely,

*Iman Applicant [add phone and email]*

Make sure to blind carbon copy yourself (bcc) and to check the grammar/syntax (email me at [tonythepharmacist@gmail.com](mailto:tonythepharmacist@gmail.com) if you are worried)

**After the interview -** Confirm interest in the position

## Sample Residency Interview Confirmation Letters

**Email Accepting an Interview Invitation Example**

Subject: PGY-1 Ambulatory Interview for Tony Guerra U of Potomac River COP

Dear Dr. Youra Director,

Thank you for the invitation to interview for the PGY-1 in Ambulatory Care at Potomac River University Health, I appreciate the opportunity, and I look forward to meeting with you and Dr. Roberts via Zoom for a virtual interview at 10 AM Central Standard Time.

This interview is very important to me, could you just take a moment and send a quick “Received” email back to my email with the phone number of the person whom I should call if there are any technology issues on the day.

Sincerely,

Iman Applicant

[IMApplicant@PRCOP.edu](mailto:IMApplicant@PRCOP.edu)

410-555-1212

**Email Post Interview**

Subject: PGY-1 Ambulatory Interview Follow-Up for Tony Guerra U of Potomac River COP

Dear Dr. Youra Director,

Thank you for taking the time to interview me on Tuesday, I am even more excited about the residency now that I have had an in-depth opportunity to meet the current group. I would like to affirm my strong continued interest in the program.

Sincerely,

Iman Applicant

[IMApplicant@PRCOP.edu](mailto:IMApplicant@PRCOP.edu)

410-555-1212