PA INTERVIEW THANK-YOU & FOLLOW-UP SAMPLES

The PA Life Application System • New Graduate & Practicing PA Correspondence Examples

SAMPLE 01 • POST-INTERVIEW THANK-YOU (NEW GRADUATE PA)

Send within 24 hours of your interview. Reference a specific part of the conversation and reinforce clinical readiness.

Subject: Thank you – Emergency Medicine PA interview

Dear Avery Morgan:

Thank you for speaking with me yesterday about the Emergency Medicine Physician Assistant position at Capital Regional Medical Center. I especially appreciated learning how newly hired PAs progress through the department's structured onboarding and case-review process.

Our conversation reinforced my interest in returning to Capital Regional. My emergency medicine rotation and two years as an emergency department technician have prepared me to contribute to high-acuity teamwork, clear clinical communication, and reliable patient follow-through while continuing to grow under feedback.

Thank you again for your time and consideration. Please let me know if I can provide any additional information.

Best,
Maya Chen, PA-C • 555.010.2026 • maya.chen@example.com

SAMPLE 02 • PANEL INTERVIEW THANK-YOU

Send a separate, individualized email to each interviewer within 24 hours.

Subject: Thank you for today's Emergency Medicine PA interview

Dear Dr. Patel:

Thank you for taking part in my interview for the Emergency Medicine Physician Assistant position. I appreciated your candid explanation of how physicians and PAs share feedback after high-risk cases. Your comments about concise presentations and early escalation stood out to me, and I would value continuing to develop those habits within your team.

Best,
Maya Chen, PA-C • 555.010.2026 • maya.chen@example.com

SAMPLE 03 • FOLLOW-UP AFTER THE DECISION TIMELINE (PRACTICING PA)

Use after the employer's stated timeline has passed; keep the tone warm, concise, and low-pressure.

Subject: Follow-up – Senior Physician Assistant interview

Dear Dr. Lee:

Thank you again for the opportunity to interview for the Senior Physician Assistant position on July 16. You mentioned that the team expected to complete next steps by the end of last week, so I wanted to ask whether there is an update you are able to share.

I remain very interested in joining North Valley Medical Center and contributing to emergency department throughput, advanced practice clinician development, and quality improvement. Please let me know if any additional information would be helpful.

Best,
Jordan Bennett, PA-C • 555.010.3487 • jordan.bennett@example.com