Follow-up Letters:

A thank-you note/letter should be sent after every interview to express your appreciation for the interview and demonstrate your understanding of professional business etiquette. A letter also demonstrates your writing skills and allows you the opportunity to restate your interest and qualifications for the position.

Thank-you note/letters should be individually prepared and sent to the person(s) with whom you met within 24 hours of the interview. If you interviewed with more than one person, you may send one letter to the person who appears to be “most in charge” of hiring and say you appreciated meeting with “you and your staff.” If you are able to get all interviewers’ names, you may send each a thank you note.

Thank-you letters are one or three very short paragraphs. Be sincere & positive. Close with a suggestion for continued contact or a request for the next interview. Send the signed original. Can be either word processed, on a simple thank-you note or by email, depending on employer. Always keep a record for your files. If hand-written, make sure your penmanship is legible or print neatly.

The purpose is multi-fold:

- Ultimate in courtesy
- Makes you unique & memorable (only 1 out of 100 applicants do this)
- Reminds employer which applicant you were
- You want it to influence the hiring decision

Sample:

Greeting:

- Dear (whatever they said to call them), spell name correctly

1st Paragraph:

- Give them a genuine compliment
- If bad interview, thank them for their time

2nd Paragraph:

- Your sales pitch based on what they liked in the interview
- Add any information you forgot to tell them in interview
- Mention any special relationship that was acknowledged

3rd Paragraph:

- General thank you & ask for whatever is next
- Ask for job, if that was final interview
- Ask for whatever next steps are in the process

Closing:

- Sincerely or Cordially or Thankfully or Respectfully

Signature

Printed Name