

Interview Follow-Up

Don't leave your interview hanging...survive the follow-up by doing the next few simple steps:

- Near the end of your interview, ask the interviewer for his or her contact information or ask for a business card.
- Evaluate how well you did, use this opportunity and learn from any situations in which you feel you could improve.
- Be sure to write a thank you letter to the interviewer; this also brings your name and "image" back into the interviewer's focus.
- Call the company if you do not hear from them in a reasonable time; don't feel as though you are bothering them, think of it as showing your interest in the position.
- Keep on trying and you will succeed! Remember, you only need one job, so knocking on a few doors that don't open up right away doesn't have to be defeating. It just means you haven't yet knocked on the right door.



About Thank You Letters

A thank you letter is also called a "follow-up letter". The importance of thank you letters is often overlooked. As soon as possible, send one to each of your interviewers by fax, mail or email. This letter may be the deciding factor in your favor, especially when there are other applicants with your qualifications.



Regardless of what method you choose to send your thank you letter, follow the same standards as you would when writing a professional business letter. Sending thank you letters is an effective interviewing strategy because it:

- Shows you are courteous, knowledgeable and professional
- Demonstrates your written communication skills
- Helps you stand out in the minds of the interviewers
- Gives you one more opportunity to reinforce your good points
- Allows you to include something important you may have forgotten to mention during the interview
- Elevates you above competing candidates who didn't bother to write a thank you letter

Thank You Letter Format

Your Present Address (Begin approximately 1.5" from top)
City, State Zip Code
Today's Date (Enter 4 times)

Mr. John Doe
Job Title
Company Name
Street Address
City, State Zip Code (Enter 2 times)

Dear Mr. Doe: (Enter 2 times)

First Paragraph – Thank interviewer for the specific interview including the date and position you interviewed for. (Enter 2 times)

Second Paragraph – Summarize in two to three sentences your qualifications for the position, which should include education and/or experience. (Enter 2 times)

Third Paragraph – Close by giving a contact telephone number and offer to provide any additional information needed to assist the interviewer in making their decision. Express your interest in being notified when selection for the position has been completed. (Enter 2 times)

Sincerely, (Enter 4 times)

Your Signature (leave this area blank for your actual signature)

Type Your Name