



The Follow-up

Post-Interview Thank You Letters

Purpose:

- To show appreciation to the interviewer for considering YOU for the particular position
- To reiterate your interest in this position

Key points:

- Always send a thank you note within 24-48 hours of the interview
- Keep your letter brief and to the point (TO THANK THEM!)
- Be specific and directly name both the position and the department of choice
- Can be hand-written or emailed

Personalize!

- If possible, handwrite your note on professional stationery
 - This shows that you are PERSONALLY interested in the position and are taking the extra step to demonstrate your continued interest
 - Use professional stationery: ex.) heavy weight paper, monogrammed or personal letterhead papers work well
 - If you choose to type your note, be sure to discuss specifics of your time spent together and your interest in the position
- Include specific areas of the interview that you enjoyed talking about:
 - Ex: "It was a pleasure speaking with you about the opportunities to grow within the XYZ company..."
- Explain again how you would be a great fit and what aspects of the job you are particularly interested in - show them that you are the candidate that they are looking for. See the samples below for an idea of what to include. Keep in mind that you have met the person you are thanking personally, so include specific things in the letter to refresh their memory of your interview with him or her while keeping the note professional.

The Follow-up

Thank You Note Template

Dear Mr./Mrs. _____,

Express appreciation for the time the interviewer spent with you on (date).

Highlight a key point you learned during the interview about the position, organization or career field. Affirm your interest in the company, briefly restate your main qualifications, and add any important points you forgot to mention in the interview.

If applicable, refer to any enclosed or forthcoming materials (e.g., transcript, application, references) and state what you understand the next step in the selection process to be.

Sincerely,

Your name

Adapted from: www.career.ucsd.edu

Thank You Note Sample

Dear Mr. Spotlight,

Thank you for taking the time to interview me for the production assistant position at Fox Searchlight. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with Fox and was excited to learn about the opportunities for professional development in the company. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and production talent to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Spotlight, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Roger Eager

Adapted from quintcareers.com