

## Thank you - Following up after an interview

Your post-interview thank you message should meet the following objectives:

- Thank *each interviewer* for his/her time (collect business cards so that you'll have your interviewers' contact information)
- Mention specifics from your interview, e.g., "I enjoyed our discussion about [topic]" or "I appreciate the information you shared about your organization's [describe something you learned]."
- Reiterate your interest in the position and remind the interviewer of the top skills you would bring to the job

### Sample Thank You

\*Note: This sample is intended as a guide and should not be copied. Letters written in your own voice will carry more weight with potential employers.

*Subject line:* Thank you from [Your Name]

Dear Ms. Mandel,

I enjoyed meeting you **yesterday** and learning more about your research and design work. Thank you for the opportunity to interview for your process engineer position.

My enthusiasm for the position and my interest in working for XYZ Company has increased as a result of our discussions. My education, particularly [name of course], and experience with [describe a few competencies that align with the employer's needs] match well with your job requirements.

I want to convey my strong interest in the position and in working with you and your staff. I am ready to provide you with any additional information. If this would be helpful, please contact me at 617.555.8762 or your.name@tufts.edu.

Thank you for the interview and for your consideration.

Sincerely,  
Your Name

### Letter of Acceptance

*Subject line:* Acceptance letter from [Your Name]

Dear Mr./Ms. Last Name,

Thank you for your offer of employment as a Field Analyst with FAST Systems. I am pleased to accept your offer and I have enclosed the Employee Application that you requested.

To confirm my understanding of the offer, I am to begin work in the Brighton office on Monday, July 5, with annual compensation of \$40,000 plus benefits.

I look forward to joining FAST Systems and to making a solid contribution to your work.

Sincerely,  
Your Name

Send your thank you email within 24 hours of your interview. You may also send a hand-written note if you mail it immediately after your interview (and your handwriting is legible!)