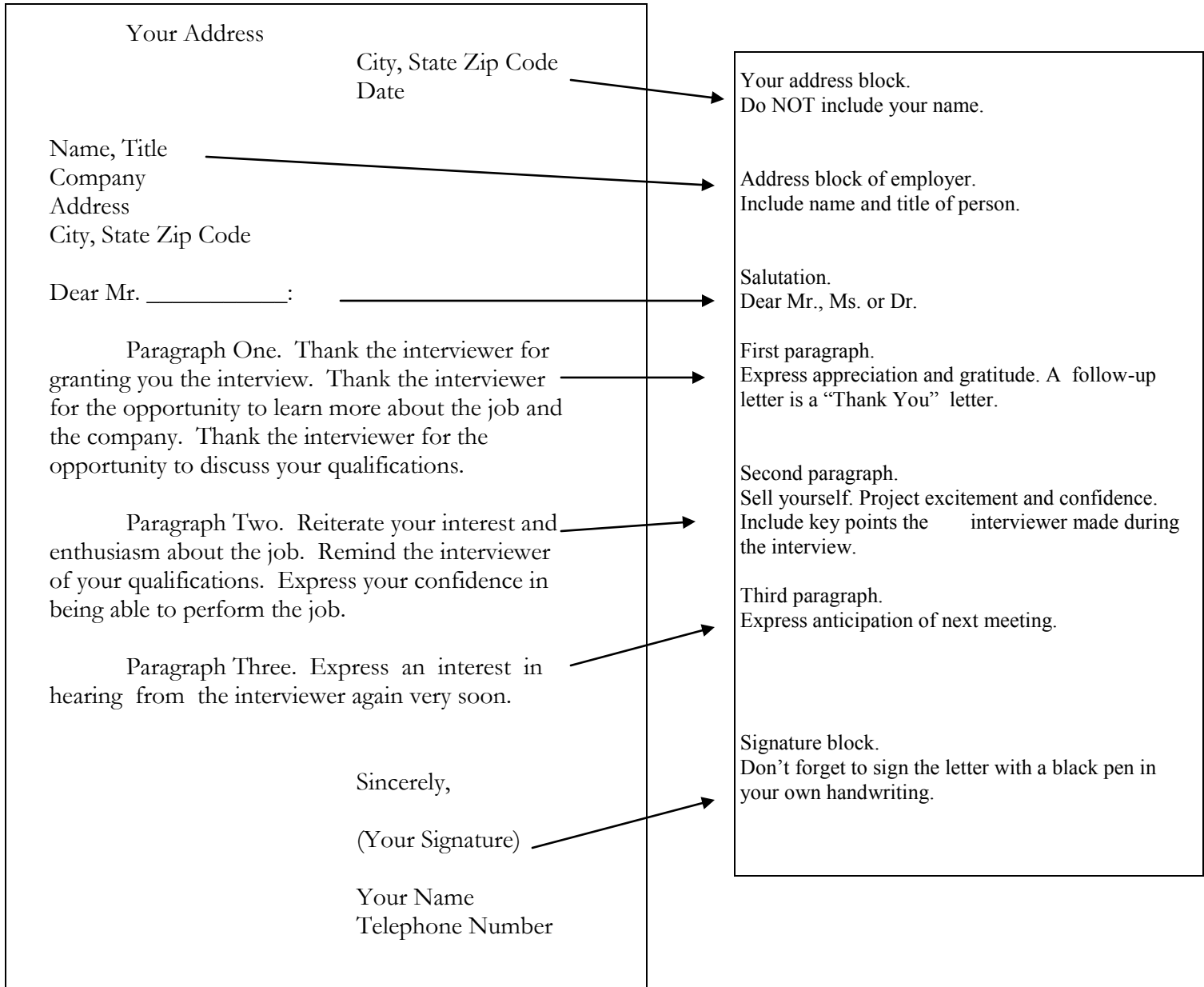


Thank You Letters / Emails

Always send a follow-up letter immediately after a job interview. It should be sent promptly, conveying appreciation and reflecting good manners. The thank you letter reiterates your interest and enthusiasm about the job, giving you another opportunity to promote yourself. A good follow-up letter should be written in proper business letter format. It should be brief and should be printed on the same matching high quality paper as your resume and cover letter. You may wish to use this sample follow-up letter as a guide in producing your own unique letter.



To view a CareerBytes video on "Interview Follow Up",
go to: www.uab.edu/careerservices