

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.

City, State Zip Code Date	Your address block.
Date	Do NOT include your name.
Name, Title	
Company	Address block of employer.
Address	Include name and title of person.
City, State Zip Code	
Dear Mr:	Salutation. Dear Mr., Ms. or Dr.
Paragraph One. Thank the interviewer for	First paragraph.
granting you the interview. Thank the interviewer	Express appreciation and gratitude. A follow-up letter is a "Thank You" letter.
for the opportunity to learn more about the job and the company. Thank the interviewer for the	
opportunity to discuss your qualifications.	
opportunity to assess your quanteations.	Second paragraph. Sell yourself. Project excitement and confidence.
Paragraph Two. Reiterate your interest and	Include key points the interviewer made during
enthusiasm about the job. Remind the interviewer	the interview.
of your qualifications. Express your confidence in	Third paragraph.
being able to perform the job.	Express anticipation of next meeting.
Paragraph Three. Express an interest in	
hearing from the interviewer again very soon.	
	Signature block.
	Don't forget to sign the letter with a black pen in
Sincerely,	your own handwriting.
(Your Signature)	
· _ ·	
Your Name	
Telephone Number	
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Г	To view a CareerBytes video on 'Interview Follow Up".

go to: www.uab.edu/ careerservices