

INTERVIEW FOLLOW-UP

For Students Pursuing Architecture & Design-Related Professions

A **thank-you note or letter** is an effective way to demonstrate your enthusiasm for a position and to stand out with an employer as they determine which candidate to hire. These notes can be mailed or emailed.

THANK-YOU LETTER TIPS

Be professional. Your letter is evidence of you as a professional and as a prospective employee.

Be brief. Thank-you letters should only be a paragraph or two - respect the readers' time!

Be timely. Send a thank-you letter within 24 hours following the interview.

Address the letter to a specific individual. State the individual's name with whom you interviewed with, his/her correct title, and use the proper business address (if mailing a letter).

Restate your interest in the position. Interviewers want to see that you still want the position after having learned more about the company and the position during the interview.

Refer to specific topics you discussed to remind the interviewer of who you are and to reaffirm your active involvement in the conversations you had.

Reemphasize your qualifications to indicate that you are a perfect match for the position you interviewed for.

Express your sincere appreciation. Thank the individual for his/her time and consideration.

AFTER A WEEK...

Call the interviewer to inquire about the status of your candidacy. Make the call before 10 in the morning. If the interviewer is not available, ask if there is a better time to call.

SAMPLE SCRIPT:

"Good morning, may I speak with Mr./Mrs. _____? This is _____ from The University of Texas at Austin School of Architecture. How are you this morning? I wanted to call and thank you for meeting with me last week for the _____ position. I am still very interested in this opportunity and I wanted to follow up to see if you've made a decision."

If you got the job... Great! Ask, "How long do I have to formally accept?"

If a decision has yet to be made... Ask, "Am I still being considered?" and, "Would it be OK if I call back next week?"

If you didn't get the job... Be professional and respectful. "Thank you for your consideration. I learned a lot about your company during our meeting. If another position becomes available, I would appreciate the opportunity for another interview."

You may also email the employer utilizing the same inquiry strategy. By following up and sending thank-you notes, employers will sense your true interest in a position - which may solidify their decision to hire you over the competition! Contact the Career Services Office for additional advice on interview follow-up etiquette.