

# Interview Follow Up

## Thank You Letters

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- Ask for a **business card** at the end of the interview so you are sure to have the correct spelling, address, and email of the person who interviewed you.
- If it is not possible or appropriate to send a thank you letter to everyone you met during the interview, then send a thank you letter to your host or to the highest ranking manager you met with and request for them to extend your appreciation to the entire group.
- Send your thank you letter **within 24 hours** – two or three days is waiting too long, even if a decision is not going to be made for a while.
- Gauge the employer's culture and how best to produce a thank you: email, handwritten note on professional card, or typed business letter. Email is a good choice if the selection will be made quickly.
- **Be positive** and upbeat. If something is needed in the position that you don't have, state that you are willing to work hard to gain that knowledge.
- Keep the letter to **three paragraphs** – it should be short and appear attractively on the page.
- If sending a letter, use good **quality paper** and **sign** in ink.
- Be sure the letter is perfect – **NO ERRORS!**
- See samples below.

## Accepting Offers

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When you receive an offer from an organization, be sure to evaluate your options. Gather information about the supervisors, co-workers, benefits, and opportunities for advancement. Make certain that you understand the details of the offer. It is a good practice to stay in touch with Career Services staff members during this process to seek their advice. **Sometimes you need an extension of time to consider an offer or a number of offers.** Don't be afraid to ask for additional time. Most employers will accommodate your request. Once you have accepted an offer, you have committed yourself to that organization. It is unprofessional to break such an agreement in all but the most unusual circumstances. After you have accepted, contact the other organizations to which you have received offers and notify them of your decision. Do this with great care. You may wish to consider employment in these organizations in the future. Be tactful. Also, notify your references and anyone who assisted you in the job search that you have found employment and thank them for their help.

## Rejection

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Rejection is a part of any search for employment; so if you are rejected as a candidate, remember not to take it as a rejection of you as a person. There are many reasons why you may not be a match for the position. If you remain interested in an organization, send that message in a letter and ask to be considered for future openings.

# Thank You Letter

Create your own letterhead in the same format as your resume.

Date

(Quad Spacing)

Interviewer's Name

Person's Title

Organization Name

Street Address

City, State Zip

Dear Mr./Ms. (Last Name):

First paragraph: Thank the interviewer for the interview and remind him/her of the interview date and the position for which you interviewed. Indicate once again to the interviewer that you are interested in the position.

Middle paragraph(s): Review your qualifications (name your background, skills, or educational emphasis) that make you a good match for the position. This is an opportunity to mention any relevant qualifications that did not come up in the interview.

Closing paragraph: Close by thanking the interviewer again for the opportunity you had to meet and discuss the job. Reiterate your interest and tell the interviewer you will look forward to a decision being made.

Sincerely,

(Hand-written signature)

Your name typed

## Email Thank You Letter

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Date: Tues, 7 June 2010 19:12:33-0700 (EDT)

From: Nicholas Haley (haleyn@aib.edu)

Subject: Accounting Position

To: Bernard Pavement ([Bpavement@abcconstruction.com](mailto:Bpavement@abcconstruction.com))

Dear Mr. Pavement:

Thank you for visiting with me about the accounting position that is open at ABC Construction Company. I enjoyed talking with you about the job responsibilities involved in this position and as well as learning about the history of ABC.

As you will recall from our conversation, my background includes the education and skills you want in the person you hire. I do have a broad accounting background, including advanced accounting and auditing classes. These classes and my past work experience, together with my personal attributes of being accurate and diligent, make me feel confident I could handle the duties. Most importantly, I am willing to work hard to learn the job and become familiar with your company's accounting procedures.

It would be a pleasure to work for ABC Construction Company, and I will look forward to your phone call next week telling me of your decision. Thank you again for considering my application.

Sincerely,

Nicholas Haley

1000 Grapevine Road      515-993-1000  
Adel, IA 50003              smithj@aol.com

## Jesse Smith

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June 7, 2010

Mr. Todd Techie  
Computer Services Manager  
Best Buy  
5100 SE 14th  
Des Moines, IA 50320

Dear Mr. Techie:

I want to thank you very much for interviewing me yesterday for the Geek Squad position. I enjoyed meeting and learning more about the excellent services you provide Best Buy customers.

My enthusiasm for the position and my interest in working for Best Buy were strengthened as a result of the interview. I think my IT education and helpdesk experience fit nicely with the job requirements, and I am sure that I could make a significant contribution to the company over time.

I want to reiterate my strong interest in your Geek Squad position and in working with you and your staff. Please feel free to contact me at (515) 993-1000 or smithj@aol.com if I can provide you with any additional information. I look forward to hearing from you.

Sincerely,

*Jesse Smith*

Jesse Smith

*(Adapted from the National Association of Colleges and Employers, [jobweb.org](http://jobweb.org))*

See [www.quintcareers.com](http://www.quintcareers.com) and [jobweb.org](http://jobweb.org) for additional articles on interview follow up.