



Post-Job-Interview Thank-You-Letter Worksheet

Be sure to send a thank-you letter after every job interview to *every person* with whom you interview. It's just common courtesy to thank people for their time. Using this worksheet, though, will enable you to add value to your thank-you letter by building on the strengths and minimizing the weaknesses of your interview.

Review this worksheet *before* you go on an interview so you're attuned to the aspects of the interview that you can integrate into your thank-you letter.

I. **Details of Interview:**

Name of employer organization: _____

Name of principal interviewer: _____

Employer's contact information (postal address, email address, phone number):

Date of interview: _____

Names of everyone with whom you interviewed:

Check here after you have verified spellings against the business cards you collected at the interview or contacted the interviewer(s)' assistant(s) to verify spellings.

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II. **Aspects of the interview to consider integrating into your letter:**

Your fit with the organization. What indications did you get during the interview that you would be a good fit with the prospective employer's team? What aspects of your past experience fit in well with the employer's culture and expectations for the person filling this position?

Sample paragraph emphasizing fit: I felt a wonderful rapport, not only with you, but also with the entire Tappan Zee School Health Clinic staff. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of children in the Tappan Zee district.

Building on the strengths of the interview. What aspects of you and your background did the interviewer(s) seem excited about in the interview? What did you say that you felt worked especially well and that you might want to restate? What aspects seemed especially important to the interviewer(s)? Now that you know more about the employer, how can you emphasize the match between you and the organization and position?

Sample paragraph emphasizing strengths of the interview: I'm so pleased that you agree that my recent seismology project work provides me with excellent experience for this position. I am eager to bring my passion for seismology to the research-assistant position, and I am convinced the knowledge and experience I've already cultivated make me the best researcher for the job.

Mentioning afterthoughts, forgotten content. Was there something important you had planned to say in the interview but forgot? Did you think of something afterward you wish you'd said?

Sample paragraph mentioning interview afterthoughts: I meant to mention during the interview that last summer, I attended a three-week intensive seminar on the SPSS market-research software. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well versed in the use of this software. Please contact me if you have any questions about my SPSS abilities or about any of my other qualifications.

Initiating damage control. What, if anything, went wrong in the interview? Did you sense any negative reactions from the interviewer(s) about anything you said or about your qualifications?

Sample paragraph initiating damage control: After our interview, I'm convinced that I offer the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in an HR department. I want to stress, however, that I have participated significantly in the hiring process in my current job and offer a solid record of achievement during HR training classes.

Transmitting additional materials. What additional materials, if any, did the employer ask for? Examples include transcripts, writing samples, and references. Or, what materials could you send on your own initiative that would bolster your candidacy? Example: Your action plan for the first 90 days on the job.

Sample paragraph accompanying additional materials: I've attached the list of references and writing samples you asked for. I'm confident that both the samples and my references will confirm the skills I spoke of during our meeting. My writing demonstrates an excellent grasp of the English language, and my references will attest to my attention to detail and organizational skills.

Restating your enthusiasm for the job. What did you learn about the employer and the job that especially excited you?

Sample paragraph enthusiasm for the job: I cannot tell you how excited and enthusiastic I am about the possibility of parlaying my admissions experience into a full-time position with my alma mater after graduation. I truly enjoyed talking with you and hearing about your plans for your tour of duty as dean of student life. I was impressed with your ideas, especially since you have developed them so early into your tenure.

Restating your understanding of the next step in the process. What did the interviewer say would happen next in the hiring process?

Sample paragraph restating understanding of the next step in the process: My understanding from our meeting is that the next step is for me to meet with your Vice President for Research and Development, Dr. Fairchild. I can meet with her any time it's convenient and am very much looking forward to speaking with her.

III. See more about thank-you letters at
http://www.quintcareers.com/thank-you_letters.html
and sample thank-you letters at
http://www.quintcareers.com/sample_thank-you_letters.html.