Interview Follow-up

After the Interview/Follow-Up:

• **Collect business cards from each interviewer.** This ensures you have the correct contact information if you have questions after the interview and so you can send a thank-you note.
• **Evaluate your performance.** What parts of the interview went well? What parts need improvement? Be sure to address the areas for improvement to ensure that it goes better during the next interview.
• **Thank the interviewer.** Always write a thank-you letter to the interviewer.

Thank You Letters

Thank you letters are recommended after an informational or job interview. Their purpose is to reiterate your interest in the position and to thank the interviewer for his or her time. If you are interviewed by multiple people, it is recommended that you send thank you letters to each person individually. When on-site for an interview, be sure to write down the names of each person you speak with, and even better, collect their business cards. Timeliness is important. Make a good impression and send the thank you within 24-48 hours so you are still fresh in the interviewer’s mind. If you are limited by time, an e-mail thank you is acceptable. Follow formal letter format as you would in a cover letter. This is your opportunity to remind the interviewer of your great qualities, share something you may have forgotten in the interview, and again express your interest and enthusiasm for the position.

Paragraph 1

• Thank the interviewer
• Mention a portion of the interview to jog their memory

Paragraph 2

• Restate your interest in the position
• Mention why you are a great fit for the organization and position

Paragraph 3

• Thank the reader a final time
• State how you can be reached

Closure

• Sign and print your name
• Close with “Sincerely”, “Warm Regards”, “Yours Respectfully”

E-mail Correspondence

When emailing employers, follow these tips to project your professionalism via cyberspace

• Use a professional email address instead of “yournamebabe@hotmail.com”
• Use a meaningful subject header related to the email’s topic
• Address the reader as: “Dear Ms. Smith”, or “Dear Mr. Jones”
• Refrain from using emoticons, abbreviations, elaborate fonts, backgrounds or wallpapers
• Maintain your professional image by signing your full name at the end of the letter and be sure to proofread before sending
• Always remember to add attachments

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