

Interview follow-up / thank you letters

Interviews are not over when they're over: Follow up.

Following an interview, promptly (within two days) write the interviewer a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Demonstrate that you have good manners and know to write a thank-you letter.
- Follow up with any information the employer may have asked you to provide after the interview.

Sample 5.4 - Thank you for initial interview

400C Hunter Ridge
Blacksburg, VA 24060
(540) 555-1111
boles@vt.edu

October 26, 2009

Ms. Glenna Wright
Human Resources Manager
Fashion Department Store
2000 Line Drive
Fairfax, VA 22030

Dear Ms. Wright:

I enjoyed interviewing with you during your recruiting visit to Virginia Tech on October 25. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Fashion Merchandising. Through my education and experience I've gained many skills, as

well as an understanding of retailing concepts and dealing with the general public.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1111 or by email at boles@vt.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures

~ In today's job market, send a Thank You email the same day after your interview. Sending one by mail is nice, but speed is of the essence. You don't want them to make a decision on someone else before they see your note! Sending an email immediately, followed up by a 'snail mail' note is even better.

Around 10% to 20% of candidates actually send a Thank You note after an interview. And of those, fewer still send one after each interview at a company.

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