

FOLLOWING UP AFTER AN INTERVIEW

A follow-up letter to the interviewer is an important set in the interviewing process, one that candidates often forget to take. Send a thank you letter is not only proper interview etiquette, but it also makes you stand out from the other candidates competing for the position. Write your thank you letter as soon as possible after the interview. The letter should have one-inch margins on the top and sides. Remember to carefully proofread the letter for spelling and grammatical errors. Feel free to personalize the letter by mentioning a topic you discussed during the interview.

FORMAT

1. Business letter (see cover letter guidelines for additional information)
2. Address it to the person who interviewed you

CONTENTS OF THE LETTER

1. Express appreciation for the opportunity to interview, tour the facilities, meet other employees, etc.
2. Mention the day of your interview and the position for which you interviewed
3. Express continued interest in the position and the company
4. Re-emphasize your most important skills and qualifications and how you expect to contribute to the organization
5. Include any information you forgot to mention in the interview, if necessary. Be sure to be brief if you choose to do this
6. Close your letter with a comment about future contact with the employer

SAMPLE LETTER

7400 Bay Road
University Center, MI 48710
May 13, 2008

Ms. Jennifer Paradise
Recruiting Specialist
Pacific Financial Corporation
1234 Anywhere Street
Troy, MI 65473

Dear Ms. Paradise:

I appreciated the opportunity to interview with you on Monday. The tour of the facilities and conversation with your staff members gave me a clear overview of the role of financial planners with Pacific Financial Corporation.

The entire experience has confirmed my desire for employment as a financial planner with Pacific Financial Corporation. My internship experiences, along with my management and financial course work, have prepared me well for this position. Based on my interview, I am confident that I would fit in well with your staff.

Thank you again for the experience of getting to know your organization better. I would welcome the opportunity and look forward to hearing from you.

Sincerely,

Susan Student