



Post Interview Thank You and Follow-Up Letters

When to Write a Thank You Letter

The most critical time to write a thank you note is immediately following a job interview. Don't wait! Do it as soon as you get back to your computer after the interview. A handwritten note is even more effective, but have it ready to go (stamped, addressed, minus the details) and take it to the post office as soon as you leave the interview. Timing is key in this situation.

Thank You Letter 3 Paragraph Outline

1. Express your appreciation. Thank the interviewer for the chance to meet with her to discuss the job (use the term "meeting" rather than "interview" if it seems appropriate). Mention something positive you learned about the company.
2. Mention a skill or experience that you didn't bring up in the interview. Ideally, link that to a challenge or goal the company is facing and enthusiastically indicate how you could contribute to solving it in this role (repeat job title you are applying for).
3. Let the employer know (politely) that you are expecting to hear from them. Make it clear that you would be happy to come in and discuss the job further if necessary.

When to Write a Follow-Up Letter

The average time it takes an employer to fill a position from listing to hire is a little over 6 weeks. Waiting to hear back can seem to take forever. While this job is the number one priority for you, it is not necessarily number one for your employer. If you sent a thank you note after the interview and didn't hear back within the time frame indicated during the interview (typically 2-3 weeks), you will want to send a follow-up letter. Timing can be difficult to gauge, but you want your letter to arrive during the search process, not after.

Follow-Up Letter 3 Paragraph Outline

1. You are still interested in the position.
2. You have something specific to offer than would benefit the company.
3. You would like to hear from the employer soon. *"When you have completed the interview process with the other candidates, I'd appreciate hearing from you and of course I would be happy to meet again to discuss how I can contribute to [company name] in more detail."*

Occasionally, a less than professional employer will "ghost" a candidate. If this happens, do not take it personally; analyze how you can improve your interviewing skills, and move on. You wouldn't want to work for a company that is unprofessional. If you do hear back and the answer is "No," follow up with a note thanking them for their time and consideration and stating that you hope they would keep you in mind if the situation changes or another opens in the future. Keep your head up! Every "No" is one step closer to your perfect YES!