

## THANK-YOU/FOLLOW-UP LETTERS

Within 24 to 48 hours after your job interview, send the person(s) who interviewed you a thank-you note. According to surveys with employers, only 4-5 out of 10 job seekers send a thank-you letter, and often that follow-up has meant the difference between being hired and not being hired for two very similar candidates. Although emailed thank-you notes have become more acceptable, employers appear to prefer mailed thank-you letters. A typical thank-you note will look like this:

1<sup>st</sup> paragraph: Thank the employer for their time interviewing you.

2<sup>nd</sup> paragraph: Tell the employer how excited you are about the job and how you would be a good fit: talk about how you will contribute to their business and what you propose to do.

3<sup>rd</sup> paragraph: Tell the employer where you can be reached and that you look forward to hearing from them soon.

### SAMPLE THANK-YOU LETTER:

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JANE SMITH  
1701 Broadway Avenue East  
Seattle, WA 98122  
(206) 555-1234

January 10, 2002

Mr. Brian Johnson  
Manager, Human Resources  
Allison Fay Productions  
9876 Main Street, Suite 200  
Bellevue, WA 98004

Dear Mr. Johnson:

I would like to thank you for the opportunity to interview with you yesterday for the position of Administrative Assistant. I enjoyed meeting with you and your staff, and having the chance to learn more about the details of the position and about Allison Fay Productions.

I am extremely interested in joining your organization. I was very impressed with your company, and I believe that my education, experience, and skills will allow me to contribute to Allison Fay Productions in a positive manner. I have some ideas of how I can make immediate contributions to your team.

I look forward to hearing from you very soon, and I hope that my candidacy receives positive consideration. Please contact me if I can provide additional information. Again, thank you for your time.

Sincerely,

Jane Smith

Jane Smith