

Thank You Letters Follow-up to Your Interview or Networking Meeting

Get a thank you letter or e-mail into the hands of the interviewer within forty-eight hours after the interview or networking meeting. These should be very short and to the point. If it was a group interview, send a thank you email/letter to each interviewer.

Interviewing Thank You Email/ Letter:

Subject Line: list the job title and number

Content:

- Thank the interviewer for his/her time.
- Explain what you enjoyed about the interview, and summarize why you are a good fit for the job.
- If there are any points you forgot to make about your background that are especially pertinent to the position, point those out as well.
- Reiterate why you would like the job/ why it is a good fit for you.
- End with a statement about how you look forward to hearing from them in whatever timeframe was mentioned at the end of the interview.

Have a follow-up conversation with the interviewer or staffing representative five to six business days after your first meeting.

Close with your name, phone numbers, and email address. Also attach your resume.

Networking Thank You E-Mail/Letter:

As with the interview thank you note, be sure to follow-up each networking meeting with a thank you email within 48 hours.

Thank the contact for their time and mention key points they made that you appreciate. If they gave you names to contact, or places to go for further information, let them know that you will act on their suggestions, and report back on how it went. The contact took valuable time to meet with you, and expended effort to give you helpful ideas. It's gratifying for them to see that you will put them to good use!

If the networking contact suggested that you follow-up with them in a certain time period, be sure to do that. They could have an opportunity in mind that may be in the wings.

Close with your name, phone numbers, email address, and a link to your LinkedIn profile or attach your resume.

Remember: A key component to the success of your job search is determined by your willingness to follow-up.