

Follow Up After the Interview

Purpose

Following an interview, promptly (within 2 business 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.

See samples below:

After On-site interview

Dear Ms. Smith:

Thank you for giving me the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an informational and exciting day.

I was very impressed to learn that your office has been nationally recognized for its commitment to abolishing food deserts in the Denver Metro Area. Incidentally, the process you use to locate food deserts is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you.

I've enclosed a portfolio with my resume, college transcripts, and letters of recommendation.

Again, thank you for your hospitality during my time in Denver and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that the Colorado Department of Public Health and Environment has to offer. I look forward to your decision.

Sincerely,

Jan Richardson

First interview, may be on-campus

Dear Ms. Wright:

Thank you so much for your time and for giving me the privilege of having an interview with you yesterday, October 25th, during your recruiting visit to the University of Northern Colorado. The jobs you informed me about sound both challenging and rewarding and I look forward to your response concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with an MPH and an emphasis in Community Health Education. Through my education and experience I've gained an understanding of the importance of public health education. I have worked for almost a year in the retail industry in various positions from sales associate to assistant department manager. I think my education and work experience would complement Fashion's management trainee program.

I have enclosed a copy of my term project entitled "Developing new ways of introducing public health education into K-12 education." I've also included a list of references as you requested.

Thank you again for the opportunity to be considered by Colorado School of Public Health. The interview served to reinforce my strong interest in becoming a part of your team. I can be reached at (303) 555-1111 or by e-mail at boles@unc.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures

What to do if you don't hear from the employer

Before your interview ended, your interviewer should have informed you of the organization's follow-up procedures — from whom (same person who interviewed you, someone else), by what means (phone, e-mail, etc.), and when you would hear again from the organization. If the interviewer did not tell you, and you did not ask, use your follow-up / thank-you letter to ask.

If more than a week has passed beyond the date when you were told you would hear something from the employer (and barring some major event in the news like a merger or acquisition or other event that would be taking employees' attention), call or e-mail to politely inquire about the status of the organization's decision-making process. Someone (or something) or an unexpected circumstance may be holding up the process. A polite inquiry shows that you are still interested in the organization and may prompt the employer to get on schedule with a response. In your inquiry, mention the following: name of the person who interviewed you, time and place of the interview, position for which you are applying (if known), and ask the status of your application.