

JOB SEARCH: Interviewing a Professional:

FOLLOW-UP LETTER

- Draft a **Follow-Up Letter** to the professional you interviewed in your field.
- Letter format:
 - **addresses**
 - address it to your **Interviewee** (not to me)
 - be **brief** – no more than a single page
 - choose an appropriate **letter format**:
 - block, modified block, simplified
 - write in the **active voice**
 - **Abstract**:
 - include a Purpose Statement
 - express your appreciation
 - reference the interview (date, time)
 - **Body**:
 - mention your purpose for the interview
 - more than just a school assignment
 - highlight the questions & answers
 - anticipate & address any questions or concerns the interviewee may have had or mentioned during the interview process
 - **Conclusion**:
 - reiterate your appreciation
 - discuss the benefits of the interview – for you
 - provide a hopeful closing
 - your eagerness to continue a business relationship with this person
 - perhaps your interest in that company
 - you look forward to...
 - what will happen next
 - **Closing remark**:
 - thank them again
 - sincerely, appreciatively, respectfully
 - SIGN IT!!
- **Proofread!!**
- If s/he had any concerns, address them here –
 - acknowledge their insight, observations, advice, and opinions
 - admit what you need to work on
 - discuss what you will fix
 - describe how *specifically* you will fix these issues

❖ You will submit a copy to me.

❖ After I grade it and you revise it, I want you to send it to your interviewee.