



Follow Up Letter

Don't lose the position due to lack of professionalism –you must follow up your interview with a thank you note or letter! Be sure to have someone else proofread your letter. To avoid misspellings of names and/or companies, and to make certain you have the correct address, be sure to ask for a business card at some point during the interview. Fax or email a copy of the letter to your recruiter for review for him/her to keep in your file. Please consider the following points when creating an effective follow-up letter:

- Send the note or letter out the same day as the interview if it is at all possible. Ideally, try to ensure the letter/email is received the next business day. This will portray a sincere interest in the position.
- Keep it short and to the point.
- The body of the letter should address four main points:
 - Thank each person for his/her time
 - Express interest and enthusiasm towards the company and position
 - Highlight experiences or accomplishments that demonstrate your specific qualifications for the position
 - Ask to set up the next meeting/interview
 - See below example

Example:

Dear Mrs. Hiring Manager:

Thank you for your time today, I was pleased to meet with you to discuss ABC Company and the Accounting position.

The interview left me particularly impressed with the quality of products you manufacture and the total market concept your organization has used to shape your products. I have successfully implemented Oracle while with XYZ Company, as well as managed a staff of up to 55 professionals. This experience; along with my internal motivation, add to my confidence that I would make a successful impact given the opportunity to manage your Accounting area.

I would like to reiterate my strong interest in the position and in working with you and your staff. Please feel free to call me at the following phone number if I can provide you with any additional information: (612) 555-1212

Again, thank you for the interview and for your consideration.

Sincerely,

John Smith