

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 2 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. Don't use store-bought thank-you notes. Write your follow-up letter on the same stationery as you used for your cover letter. 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:

1st paragraph: Thank the employer for their time interviewing you.

2nd paragraph: Tell the employer how much you like the job and how you would be a good fit.

3rd 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 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