

Interview Smart: Follow-Up Thank You Letter



By: Sherri Thomas

Template and Tips

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INTERVIEW FOLLOW-UP

Thank You Letter Template and Tips

Congratulations for making it through the interview! But now is not the time to sit around and wait for the phone to ring. Now is the time to show your professionalism and excitement for the job by writing a thank you letter.

Within 24-hours of the interview, be sure to send a thank you letter to the person(s) who interviewed you. The interview process usually includes 2-4 rounds of interviewing so thank you letters **MUST** be written to every person who interviews you.

The letter should be brief, easy to read, professional, and clearly define a short list of the key responsibilities and why you are the right candidate for the position.

- 1.** Your tone and approach should be genuine, professional, excited about the position, and eager to speak with the interviewer again. Maintain your professionalism. Even if the company culture is casual and you had what felt like a casual conversation with the person who interviewed you, it's important to maintain a professional, business-like attitude.
- 2.** Sending a thank you letter within 24 hours is key. It shows that you are professional and serious about wanting the job.
- 3.** The first paragraph should thank the interviewer for her time and let her know that you are excited about the position. List 2-4 key job responsibilities to show that you clearly understand the requirements. It should also state that you are confident you can do the job.
- 4.** Highlight your key accomplishments, talents and skills that are relevant to the position. Be specific and be brief by using bullet points. This will reinforce why you are the right candidate, and **ONLY** candidate for the job.
- 5.** Invite the interviewer to contact you again should they have any further questions. If they are slightly leaning towards another candidate, this may encourage him to pick up the phone to ask you one final question. It may be the opportunity you need to get the offer.
- 6.** Be sure to make it easy for the interviewer to contact you by including your phone number and e-mail address.

(Date)

Dear (Name),

I just wanted to thank you for your time today. I enjoyed meeting you and discussing the role and responsibilities of the (title of position) at (company name). I understand that the position requires strong brand management, corporate communications and project management skills, and feel confident that my experience and qualifications are a perfect match.

Specifically, I feel that my experience in the following areas will help me to succeed in this position:

- 1) 10 years experience in advertising, marketing and public relations including five years in television & radio management
- 2) Written/directed/produced 100+ corporate marketing videos, TV & radio commercials.
- 3) Developed two new internal communications tools/processes saving my current company \$5,000 in resource management.

I'm excited about the opportunity of joining your team at (Company Name). Please feel free to contact me if you have any questions or would like any additional information. My cell phone number is: XXX-XXX-XXXX.

Thank you again for your time. I look forward to hearing from you soon.

Kind regards,
(Name)

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