

**TOOLS TO MOVE UP**  
**THE FOLLOW UP**



## III. THE FOLLOW-UP

### Post-Interview

#### Self-assessment – Ask Yourself:

- How did the interview go?
- What were my strengths in the interview?
- Was the position described as I had envisioned it?
- What would I do differently next time?
- What questions did I not get answered?
- How would I rank my interest level in this opportunity?
- What specifically did I like about the company, people, and position?
- What concerns do I have at this time?
- How did I interview the company?
- How does the opportunity compare to others I am looking at?

#### Follow-up

- Call your recruiter and supply your feedback based on your self assessment
- Send a thank you note, letter or email to each interviewer within 24 hours of your interview

## SAMPLE THANK YOU LETTERS

### SAMPLE 1: HEAVY ON THE THANKS, LIGHT ON THE SELF-MARKETING

DATE  
INTERVIEWER NAME  
INTERVIEWER TITLE  
COMPANY  
ADDRESS  
CITY, ST ZIP

RE: Interview Follow Up

Dear INTERVIEWER NAME:

I realize your day must be extremely busy, so please allow me a few more moments of your time in order to thank you for my interview on DAY, MONTH and YEAR.

I sincerely appreciate having been given the opportunity to interview at COMPANY NAME and specifically with you. I learned a great deal about the company during our time together, and remain deeply impressed by your organization's goals, culture, and opportunities.

Should you have any additional questions for me, I will be pleased to answer them as I look forward to speaking with you again.

Lastly, thank you for the privilege of learning more about COMPANY NAME, the POSITION TITLE opportunity and you.

Sincerest regards,

YOUR NAME



## SAMPLE 2: A BALANCE OF THANKS AND SELF-MARKETING

DATE  
INTERVIEWER NAME  
INTERVIEWER TITLE  
COMPANY  
ADDRESS  
CITY, ST ZIP

RE: Interview Follow Up

Dear INTERVIEWER NAME:

Please allow me to thank you for my interview on DAY, MONTH and YEAR.

During my interview I discovered COMPANY NAME's unique mission, culture, and impressive accomplishments. I feel privileged to have had this opportunity to be considered, and look forward to learning even more about COMPANY NAME, the POSITION TITLE opportunity and you.

Given my unique experience and qualifications, I am excited about the prospect of a career at COMPANY NAME. If I can facilitate your decision-making process with additional information, then I would certainly welcome the opportunity to meet with you again.

Many thanks and sincerest regards,

YOUR NAME

## SAMPLE 3: LIGHT ON THE THANKS, HEAVY ON THE SELF-MARKETING

DATE  
INTERVIEWER NAME  
INTERVIEWER TITLE  
COMPANY  
ADDRESS  
CITY, ST ZIP

RE: Interview Follow Up

Dear INTERVIEWER NAME:

Please allow me to thank you for my interview on DAY, MONTH YEAR.

Given my unique experience and qualifications, I am excited about the prospect of a career at COMPANY NAME. Having learned even more about your organizations mission, culture, and accomplishments, we seem like an ideal match. I am eager to be offered the privilege of proving that to you.

If I can facilitate your decision-making process with additional information, then I would certainly welcome the opportunity to meet with you again.

Sincerest regards,

YOUR NAME

