

The Follow-Up

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Follow-Up Skills

(After the Interview)

WHEW! It's over and time to relax, right? WRONG!

After leaving the interview:

- record the names and titles of the people you met
- list the key points about the job
- list questions you did not answer very well

After the interview, it is good manners to **write a follow-up letter**, thanking the person for the interview. Fewer than half the people follow up an interview with a thank-you letter. A simple thank-you letter helps you stand out from the competition (which could get you the job.) It keeps your name in the manager's mind and lets him/her know you want the job enough to take the time to write.

Within 24 hours create and mail the follow-up letter, thanking the interviewer for the interview. Indicate your understanding of what the job entails and how your skills qualify you for the job. Make sure the letter is perfect. Print the letter on a laser printer on good quality stationery.

After one week, phone the company to find out their hiring decision. If you were told a date to call back, be sure you do so on the given day. You could say something like this:

"This is Mary Ann Waiting. I interviewed for the administrative assistant position last Thursday. Ms. Taylor said the decision would be made by Wednesday. I wonder if that decision has been made."
(Be sure to thank the person for the information.)

If you are talking to the interviewer, review the points you made in your letter and find out when the company intends to make its selection. Keep notes on this call. If you didn't get the job, say you would be happy to be considered for future opportunities.

When you least expect it, you may get a call offering you the job. Keep a list of questions handy in case you need more information to evaluate the offer.

Follow-Up Letter Practice

Return address may be typed here or at the bottom as shown.

Date _____

(Full name and title) _____
(Mr./Miss/Ms./Mrs.)

(Company name) _____
(Company street address) _____
(City, state, zip code) _____

Dear Ms. _____ :

Paragraph One: (Write a thank-you statement)

Paragraph Two: (Express appreciation for meeting with interviewer(s) and tell why you feel your qualifications match the job requirements.)

Paragraph Three: (End with closing paragraph, restating your desire to work for their company and that you are looking forward to hearing from them or that you will phone them.)

Sincerely,

(your signature)

Your typed name
Your street address
City, state, zip code
Phone number
E-mail address (if you have one)

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Sample Follow-Up Letter

(Thank You Letter)

January 18, 20__

Ms. Kathy Taylor, Director
Human Resources
Community Hospital
234 Tenth Street
Riverside, CA 91720

Dear Ms. Taylor:

Thank you for giving me the opportunity on Thursday, January 18, to interview for the administrative assistant position at Community Hospital.

I really enjoyed meeting you and learning more about the position. After talking with you, I am even more excited about working for Community Hospital. The requirements for the position and my qualifications are a match! I enjoy using my office skills and take pride in doing excellent work. I hope you will give me the opportunity to demonstrate these skills.

I am very interested in being part of the Community Hospital team and hope to hear from you soon.

Sincerely,

Mary Ann Waiting
3879 South Fourth Street
Riverside, CA 29507
(909)785-3281
E-mail: mawaiting@yahoo.com

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