

After the Interview

Thank-You Notes

The follow-up thank-you letter or email is an opportunity to reiterate your understanding of the prospective employer's needs and emphasize your qualifications for the position. Your letter (email) should reflect genuine interest and enthusiasm about the job, and should recall a significant fact or idea of the interview that will set you apart from the other applicants. If you forgot to mention something important during the interview, or you feel there was a misunderstanding about something, here is your opportunity to correct or elaborate on these points. You should write the letter as soon as possible so that the events of the interview are still fresh in your mind. The following is an outline you may use in drafting your own personal letter.

Paragraph 1 – The initial thank-you

- Express your appreciation for the interviewer's time
- Be specific. Mention the company name and the particular position you interviewed for.
- Recall a particular event that occurred in the interview which may help the interviewer remember you.

Paragraph 2 – Reiterate qualifications relevant to the job

- Restate your qualifications for the position
- Recall what the interviewer may have said about the qualifications for the position and remind the interviewer that your experiences qualify for the job.

Paragraph 3 – Reiterate why you want this job

- State what interested you the most about the job (be specific)
- State why this job would complement your abilities, and why your abilities would complement the job

Paragraph 4 – The close

- Restate appreciation for the interview and your interest in further correspondence

Be sure there are no misspelled words or grammatical errors. If written on paper, be sure to use professional resume paper and envelope in which to send it. Don't forget to sign it. A hand-written address on the envelope is fine. If using email, do not send the email from an account with an unprofessional address – use your university account.