

AFTER THE INTERVIEW

FINISH STRONG

If you are genuinely interested in the position, be sure to communicate your enthusiasm before you leave the interview. Ask for the interviewer's card so you can follow up. Thank the interviewer and project confidence as you shake hands and say goodbye. A strong closing leaves a good final impression.

Write a short **thank you note and request to connect on LinkedIn** within 24 hours of your interview. Keep the interview information on file for the future--this person may be an important contact for you.

THANK YOU NOTE FOLLOW UP

Sending a thank you note to each person who assists with your job search is a professional courtesy, as well as a wise career move. A thank you note can reinforce the positive impression you made during a networking event, information interview, career fair or job interview. By thanking contacts and employer representatives, you build your professional network.

- **BE TIMELY:** Send a thank you message within 24 hours of a meeting or interview. It's important to acknowledge the career assistance you received from all sources. You especially want to show an interviewer that you are a serious candidate by following up quickly before a hiring decision is made.
- **HANDWRITTEN OR EMAIL:** Take your cue from your previous communication with the contact. Recruiters generally respond favorably to brief, handwritten notes on high-quality paper. An email thank you note is fine if time is a factor which is often the case. Thank you messages via text are not recommended.
- **BE BRIEF:** Your main goal is to express gratitude for your contact's time and personal attention. If you have interviewed for a job or internship, you want to reiterate your interest in the position. A short message is best.
- **BE FLAWLESS:** Check your spelling and grammar. Ensure that you have the contact's name and title correct. If writing an email, print and review the email before sending it.

THANK YOU NOTE CONTENT

- Thank the interviewer for taking the time to meet with you.
- Mention something positive that you learned in the interview.
- Briefly summarize how your skills and experience qualify you for the position.
- Restate your interest in the position.



INTERVIEW THANK YOU NOTES

HANDWRITTEN THANK YOU NOTE

Dear Ms. Doe,

5/15/17

Thank you for taking the time to meet with me today. After speaking with you about the opportunity at XYZ and meeting the marketing staff, I am even more interested in joining your team.

I was particularly excited to learn about XYZ's focus on group presentations. As I mentioned, I developed my presentation skills by creating PowerPoint slides as an intern at ABC Marketing and by speaking to large groups as a USD campus tour guide. I feel I could be an asset to your organization in this area.

Again, thank you for your consideration. I look forward to speaking with you soon.

Sincerely,
Maria Torero

EMAIL THANK YOU

To: jdoe@xyz.com
From: mtorero@sandiego.edu
Subject: Thank you for the interview

Dear Ms. Doe:

Thank you for taking the time to meet with me today. After speaking with you about the opportunity at XYZ and meeting the marketing staff, I am even more interested in joining your team.

I was particularly excited to learn about XYZ's focus on group sales presentations. As I mentioned, I developed my presentation skills by creating PowerPoint slides as an intern at ABC Marketing and by speaking to large groups as a USD campus tour guide. I feel I could be an asset to your organization in this area.

Again, thank you for your consideration. I look forward to speaking with you soon.

Sincerely,
Maria

Maria Torero
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San Diego, CA 92110
(619) 260-1234
mtorero@sandiego.edu



Always include your contact information in your email signature.