

## Guidelines for following up after an interview

The most important rule when following up with a company after an interview is **timeliness**. Have it planned *before* the interview how and when you will follow up. Email and regular mail are both acceptable when used properly. Not all interviewers/companies are email savvy, even now. Some professionals only occasionally check their messages. How can you determine this? During the interview, be sure to ask for a business card. If the interviewer's email address is on the card, then it's a good bet he or she uses it regularly. If the address is not on the card, or if the interviewer does not have a personal business card, then your best bet is regular mail. Another clue would be the company's web-site. The more sophisticated the site, the more likely the company's employees are email savvy. When in doubt, send your note by regular mail.

Whether you are using email or regular mail there are certain guidelines to follow:

1. Get your follow-up note out the next day.
2. Check your message for spelling and grammar usage. Remember that spell-check does not find misused words created by typos. It is always a good idea to have someone proof your note before you send it.
3. Be brief -- less is more, and the more you write, the less likely it is to be read in its entirety. Also, the longer and more involved the note, the more likely that you will say something that disqualifies you in the eyes of the Interviewer.
4. Send notes to all of the people you interviewed with, thanking them for their time and tailoring your note to each conversation.
5. Be sure to "ask for the job." Simply thanking them is not enough; let them know you want the job.

## Sample 'Thank You' letter

Dear Mr./Ms.\_\_\_\_\_:

I would like to thank you for your time during my visit with you on Friday, January 22. I found the Manufacturing Engineering position and (name of company) to be exactly the type of situation I have been searching for, and I definitely would like to be considered for it.

(Optional second paragraph may cover a primary point of interest from the interview and **briefly** explore it further or provide additional information/evidence for your candidacy for the position.)

If you have any additional questions, would like to check my references, or feel that a second visit would be beneficial, please do not hesitate to contact me. I look forward to hearing from you soon.

Thank you.

Sincerely,