

## Follow-up Letters

A follow-up letter is sent to an interviewer expressing your appreciation for the opportunity to meet with him/her and adding anything new that might reinforce your application for the position.

### You Use Follow-up Letters:

- To express your appreciation for being able to meet with an employer.
- To show your appreciation for being given helpful job search information (this type of follow-up letter is called a thank-you letter).
- To show your continued interest in pursuing employment with a particular company.
- As an opportunity to stand out from many other job seekers with the employer.
- To create a positive impression.

### Remember!

- Make good notes immediately after a job interview, so that you can refer to them in your letter.
- When writing your follow-up letter, remember to express your continued interest in the position for which you are applying.
- Tell the employer how your skills link with the needs of the company. Ask yourself, "what is important to this employer?"
- Include any relevant additional information about yourself that was not mentioned in the interview.
- Make sure to check your spelling and grammar. Ask someone to proof-read your letter before mailing it.
- In order to make a good impression, you should always have your letters mailed not later than two (2) days after the interview or meeting.

## Thank-You Letters

- You should send thank-you letters to everyone who helps you in your work search including those who have given you useful tips. Consider sending thank-you letters to people at the company who have taken the time to meet with you, temporary or employment agency staff, secretaries, receptionists, librarians and so on.

### Purpose

- It is a basic courtesy
- To thank your prospective employer for taking the time to interview you
- It is an excellent opportunity to market yourself again

### Shows

- Your continued interest in the position
- You are appreciative of people's time and effort on your behalf
- You follow through on tasks

### Elements

- Begins with a statement of appreciation for the interview and continued interest at the placement
- Second paragraph restates your key skills and briefly describes how these will benefit the company
- Third paragraph includes a final thank-you and expression of future contact

## Thank-You Letter

SAMPLE

Your Name  
Your Address  
Your City, Province Postal Code

Date

Name  
Title  
Organization  
Address  
City, Province Postal Code

Dear Mr./Ms. Last Name:

I enjoyed the opportunity to meet with you and have a brief tour of Widget Corporation. The high level of creative energy among your staff, as well as their personal pride in the company's products, were obvious and very gratifying to see.

In addition to the information I shared with you in our meeting, I thought of another project I worked on that reflects the kind of contribution I could make as a member of Widget's product development team.

As soon as you are through interviewing the other candidates, I would appreciate hearing from you, and of course I would be pleased to meet with you again, if necessary, on fairly short notice. I can be reached at home in the evenings as well as at my school during the day.

Sincerely,

Your Signature

Your Typed Name

**Note: Students may hand-write this letter.**