

## Post Interview Correspondence

Sending a follow-up letter after an interview is a critical aspect of the interview process. A well-written and timely follow-up letter will enable you to make a positive impression and show your genuine interest in the position. It is an example of both your work habits and writing skills.

To be effective, a follow-up letter should be sent before the hiring decision has been made, so it is best to mail/email it as soon as possible after the interview (within 24 hours). When you send a letter you give the interviewer a chance to remember you (imagine having interviewed 15-20 candidates for a position, and then trying to distinguish each one after the interviews and trying to remember the specifics about each person). This is your opportunity to mention any important or relevant information you forgot to discuss during the interview.

A follow-up letter also allows you to explain, restate, or clear up any potential misunderstandings. Furthermore, you can redirect your marketing campaign by focusing on something that you learned during the interview and re-emphasizing your strengths, accomplishments and skills. Sending a follow-up letter shows the interviewer that you are a professional who is concerned about details. At the end of the day, the follow-up letter is your last chance to leave a good impression and puts the ball back in their court!

*To gain full advantage of this opportunity, here are a few points to consider:*

- Send the letter as soon as possible. This allows you to convey a sense of urgency and a high interest level in the opportunity. Ideally, you should send a follow up letter via email the same day of the interview. If you prefer to mail a hard copy, this should go out the next day.
- Don't be too elaborate in your letter, be as brief as possible. It shows respect for other's time.
- Your letter should address four main points:
  - 1. Acknowledge your appreciation for their time.**
  - 2. Express interest and enthusiasm towards the company and position.**
  - 3. Highlight experiences/ accomplishments that amplify your qualifications, using the manager's own words from the interview.**
  - 4. Acknowledge your interest in moving forward, ask for the next interview.**

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Have someone carefully proofread your letter, then email it in MS Word to your Executive Search Consultant for a final proof (***we ask you to do this in order to avoid a letter being sent out that does not represent you well!***). They will make any corrections or suggestions. Once you and your Search Consultant have agreed that the letter is ready to be sent, forward it to the appropriate party via email or drop a hard copy in the mail.

Feel free to utilize the following sample follow-up letters. You may customize yours to reflect what is relevant to your interview and qualifications. Don't hesitate to call your Executive Recruiter if you need guidance with preparing your follow-up letter, they will be happy to assist you.

## **Sample A:**

Dear Mr. Smith:

I appreciate the time spent with you discussing XYZ Company and the \_\_\_\_\_ position. It was a pleasure meeting with you, \_\_\_\_\_ and \_\_\_\_\_. I feel my qualifications and skill set in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ reflect those necessary to be successful at XYZ Company.

At ABC Corporation, I spearheaded a major \_\_\_\_\_ on time and under budget, as well as managed staff of up to fifteen professionals and clerks. I am confident that I have the experience and drive to successfully manage the \_\_\_\_\_ Department.

I feel an even greater excitement level about the opportunity because it will allow me to attain my goals of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

I look forward to our next meeting to discuss this opportunity in greater detail.

Sincerely,

John Doe

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## Sample B:

Dear Mr. Smith,

It was a pleasure speaking to you today and learning more about the \_\_\_\_\_ position with XYZ Company.

After reviewing your website and learning more about your organization, our discussion today helped further deliver my impressions regarding the dynamic nature of your organization and commitment to driving growth through \_\_\_\_\_ and \_\_\_\_\_.

As we touched upon, I am interested in cultivating/developing \_\_\_\_\_, through \_\_\_\_\_ and \_\_\_\_\_. Building \_\_\_\_\_ via \_\_\_\_\_, taking a proactive approach without losing sight of the “big picture,” will enable me to prosper in this exciting position.

Thank you for presenting me with an opportunity to share my background and interests with you. Again, if you have any additional questions regarding my background or qualifications please feel free to contact me and I will be happy to elaborate further.

Best Regards,

John Doe

## Sample C:

Dear Ms. Jones:

I wanted to take this opportunity to thank you for interviewing me for the position of \_\_\_\_\_ in your Accounting/Finance department. I enjoyed meeting with you and learned a great deal about XYZ Company.

This position sounds very interesting and I am confident that my education and experience have provided me with the qualifications necessary to work effectively with your team. I am especially pleased to know that you use \_\_\_\_\_ ERP system, since I have used it extensively during my tenure at \_\_\_\_\_ Company.

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Once again, thank you for the opportunity to interview for a position with your company. I am excited about the prospect of working with such a dedicated team of professionals. If you request any additional information, please do not hesitate to contact me. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Jane Doe

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