

Follow-Up Letters

Send a follow-up letter every chance you get – after an interview, meeting a recruiter at a Career Fair, or visiting with a company official at a professional conference. In addition to showing good business etiquette, follow-up letters provide a networking opportunity to reinforce your qualifications and desire for the job. They also give you a chance to demonstrate your written communication skills.

Your follow-up note should be brief and sent within 24 hours of the interview. The tone should be friendly yet professional. The format (typed vs. handwritten) or delivery method (regular mail vs. e-mail) is not as important as making sure that you actually follow through! If more than one individual interviewed you, try to send a separate note to each person. Proof your follow-up letters and emails as carefully as your resume!

SAMPLE FOLLOW-UP/THANK YOU LETTER

#723 Connelly Hall
501 E. St. Joseph Street
Rapid City, SD 57701

Ms. Mary Jones
Technical Recruiter
XYZ, Inc.
999 Industrial Boulevard
Anytown, SD 577xx

Dear Ms. Jones:

Thank you for the opportunity to interview with you and discuss my qualifications for the software development position available with your company. I am very excited about the possibility of working for XYZ, Inc.

As we discussed, my summer internships not only provided me with relevant work experience but also developed my technical and teamwork skills. I am convinced that I would be an asset to your company.

Again, thank you for the interview. I look forward to hearing from you and hope to have the opportunity to join the XYZ team.

Sincerely,

Jill Jobseeker

Jill Jobseeker