

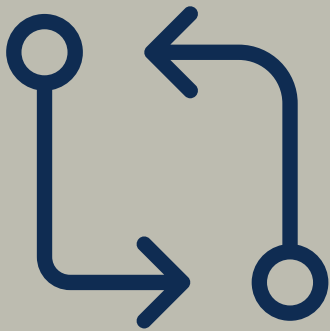


INTERVIEW FOLLOW-UP

Following an interview, it is best practice to follow up with a thank you email or card to the person(s) who conducted the interview. With the increase of remote work, and how quickly some hiring processes resolve, we recommend sending thank you emails following an interview.

Reasons to send a thank you email:

- Convey gratefulness for the opportunity
- Express continued interest in the position
- Re-express the skills you bring to the position
- Create another touch point with the recruiter/interviewer



Interactions requiring a follow-up:

- Informational Interview
- Job/Internship Fair Interaction
- Internship Interview
- Job Interview
- Grad School Interview

What to include on your thank you email:

- The name(s) of the person(s) who interviewed you or who you interacted and thank them for their time and the opportunity to interview.
- State the position you interviewed for or of interest to you. Include any key topics you discussed that make you stand out. Either a strength or interest area you have that matches the position/company or something new you learned that excites you about the position/company.
- Re-express your interest in the position you interviewed for and your enthusiasm for the company/organization.
- Thank them, once again, for the opportunity and for their time.
- State that you are looking forward to hearing back from the employer on your application/interview status.
- Signature that includes your contact information.

EXAMPLES

Job Interview Email:

Dear [insert name of interviewer(s) or Hiring Team],

Thank you so much for the opportunity to interview with you for the position of [insert role you interviewed for] at [company name]. I appreciated our conversation and enjoyed being able to ask questions to learn more about the job and [company name]. After discussing the job further, I am still interested in the position and feel confident that my leadership skills, experience in [add applicable skill to position], and my work ethic would be an asset to the team. I look forward to hearing back from you, I believe this would be a great opportunity! Thank you again for your time and consideration.

Sincerely,

[your name]

Internship Email:

Dear [insert name of contact or hiring committee],

Thank you for the opportunity to interview with you for the internship position at [name of company/organization]. It was a pleasure to learn more about the internship and see what a beneficial experience it would be for me. After interviewing I believe I would be a great fit for the role and I am eager to hear back from you soon. If you have any additional questions about my skills and qualifications, please let me know. Thank you for your time and consideration.

Sincerely,

[your name]

Job Fair Email:

Hello [insert name of contact from the job fair],

It was great meeting you at the [list specific information about the place and specific job fair]. It was a wonderful opportunity to learn more about [company name] and hear about potential opportunities for employment in the future. As I mentioned yesterday, I am eager to stay in touch and hope my skills and experience in [add relevant skills to company/specific job you discussed, etc] could serve your company in the future. Thank you for the time you spent talking with me at the job fair and answering my questions about your company and potential job opportunities when I graduate. I am attaching my resume for your review and appreciate you keeping me in mind for future positions that become available. Thank you again for your time and it was a pleasure to meet you.

Sincerely,

[your name]