

Interviewing – Thank You Notes and Proper Follow-up

After an interview you want to send a thank you note **within 24 hours** regardless of whether it is a phone or in-person interview. You should send a thank you note to each individual you meet during your interview with each note being tailored to that specific person.

Thank You

After a face-to-face interview

Dear Mr. John Caputo,

I wanted to thank you for taking the time today to speak with me about the Summer Internship Program with Boston Lawyers Group. I really enjoyed meeting you and your team during the interview and learning more about the organization. Our conversation further confirmed my interest in becoming a member of the intern staff. I was particularly pleased at the prospect of developing my own research methodologies and tracking systems, as well as having the opportunity to interact personally with current clients. I feel confident that my previous experiences in the judicial system and my coursework would enable me to hit the ground running and help make an immediate impact. Please feel free to contact me at any time should there be any other information I could provide you with. I look forward to hearing from you, and thank you again for the courtesy and opportunity you extended me.

Sincerely,
Victoria Drieper

- Mention something specific you spoke about/learned
- Each person you met with should get their own note
- Customize each. DO NOT copy and paste

After a phone interview

Dear Mr. John Caputo,

I wanted to take this opportunity to thank you for taking the time out of your day to interview me for the Assistant Research position with Tufts University Lab. I enjoyed our conversation and having the chance to learn more about your research facilities. I hope I was able to articulate my attention for detail, research knowledge, and keen interest in the work currently being done. I believe my knowledge and skillsets would make me a great fit for your laboratory. Please don't hesitate to ask if there are any lingering questions you may have, and I look forward to hearing from you about next steps and continuing in the selection process.

Sincerely,
Patricia Schringer

- Short, to the point, thank you
- Bring attention to specific skills discussed
- Re-state interest in role/continuing in the process

After a rejection*

***THIS IS NOT A NOTE TO SEND FREQUENTLY!!** Occasionally, it is appropriate to write a thank you note after receiving notice that you did NOT get the role. This is something that can set you apart from other candidates, but is only done in sparse circumstances and you are encouraged to meet with a Career Advisor or Career Skills Coach (CSC) before composing and deciding to send this type of note.

You ONLY write this type of note if several, if not all, of the following are true:

- You received a personalized rejection from a person in the organization, not an automated message
- You have a strong relationship with the recruiter or person who sent you the rejection
- You were in the final round of interviews and there were cues you were well received
- You would like to continue a relationship with the company as they are one of your top 3 dream employers

Dear Ms. Reiser,

I wanted to take this opportunity to thank you again for considering me for the finance internship with your real estate group. While I am disappointed that I will not have the occasion to join your team, I appreciated learning more about the industry and remain interested in your firm. I look forward to following its developments online and interacting with representatives who attend events on campus in the future. I hope to connect again down the road and that you will keep me in mind should another opportunity arise for which I may be a suitable candidate. Thank you again for your time and consideration.

Sincerely,
Rachel Haroder

- Do **NOT** ask them to reconsider the decision
- Be appreciative of the opportunity regardless
- Ask for feedback if possible
- Mention continued interest in the company

Follow Up

Always give the company a minimum of 2 weeks time to get back in touch with you after an interview. Should the company have given you a specific date/timeframe of when decisions would be made by, DO NOT contact them until a week past that date.

Decision Follow Up

Dear Nancy,

- Do not demand, inquire
- Be polite

I hope this message finds you doing well. I remain as excited about the Summer Analyst Program today as I was when I interviewed two weeks ago. I am reaching out today to follow up on your team's decision making process regarding next steps. If there is any information you can share regarding my candidacy, or if there is any other material or information I can provide, please let me know. Thank you again for this opportunity and I look forward to hearing from you.

Sincerely,
John Smith

Time Sensitive Deadline Follow Up

Dear Nancy,

- Show interest and explain why the time push
- Give deadline dates so they are aware

I hope this message finds you doing well. I remain as excited about the Summer Analyst Program today as I was when I interviewed several weeks ago. I am reaching out today to follow up on your team's decision making process regarding next steps. I currently have offers from additional organizations and have to present my final decisions by Friday, October 11th. Your firm remains of the highest interest to me, so any information or insight you may be able to share regarding my candidacy would be tremendous. Please let me know if there is any other material or information I can provide you. Thank you again for this opportunity and I look forward to hearing from you.

Sincerely,
John Smith