

Following Up

Tips from Employers

“A thank you note is good enough don’t call and torture me.”

— Wendy Spivak

“Be assertive when following up — don’t be afraid to ask when the employer is making a decision.”

— Dee Suess

“I’m looking for something eloquent. Restate your skills and what separates you from the competition.”

— Dianne Chase

Following up after an interview can be as important as the interview itself. Within 24 hours after the interview, follow up with a thank you letter or e-mail to the person or persons you interviewed with. Your thank you note should achieve three things:

- **thank** the interviewer for their time
- state whether you do or do not wish to **continue the interview process**
- make one final **sales pitch** as to why you’re the right person for the position

You can use your computer’s software to make personal letterhead with your name and contact information.

Sample Thank You Note

Ms. Jane Doe

Director, Event Planning Division

ABC Company

Dear Ms. Doe:

I just wanted to thank you for taking time from your busy schedule to meet with me today to discuss my candidacy for event planner with ABC Company and to

notify you that I'd be thrilled to continue the interviewing process.

I feel my current level of education and experiences as well as my career goals are a great match with your company's current event planning needs.

Remembering during our discussion that it's part of your company's current operating business plan to decrease budget spending by five percent by the end of your current fiscal year, my expertise in budget management would greatly assist in attaining that goal.

If you require any additional information, please do not hesitate to contact me by either phone or e-mail.

Thank you and I look forward to hearing from you

soon. Best,

Polly Planner

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