Always send a follow-up letter immediately after a job interview. It should be sent promptly, conveying appreciation and reflecting good manners. The thank you letter reiterates your interest and enthusiasm about the job, giving you another opportunity to promote yourself. A good follow-up letter should be written in proper business letter format. It should be brief and should be printed on the same matching high quality paper as your resume and cover letter. You may wish to use this sample follow-up letter as a guide in producing your own unique letter.

Your Address

City, State Zip Code

Date

Name, Title

Company

Address

City, State Zip Code

Dear Mr. __________:

Paragraph One. Thank the interviewer for granting you the interview. Thank the interviewer for the opportunity to learn more about the job and the company. Thank the interviewer for the opportunity to discuss your qualifications.

Paragraph Two. Reiterate your interest and enthusiasm about the job. Remind the interviewer of your qualifications. Express your confidence in being able to perform the job.

Paragraph Three. Express an interest in hearing from the interviewer again very soon.

Sincerely,

(Your Signature)

Your Name

Telephone Number

To view a CareerBytes video on “Interview Follow Up”, go to: www.uab.edu/careerservices

Explore ~ Experience ~ Prepare ~ Succeed