

The Job Interview: What Do You Do After?



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Introduction

Taking the time to write a thank you letter to your interviewer is not only the polite thing to do, but it also shows your interest in the job. The thank you letter should be brief – a couple of paragraphs should be enough to follow up.

Be sure to send your thank you letter within 24 hours of the interview.

Include information from the interview

- Make sure you have the correct spelling and title of the person who conducted the interview.

- If other people joined the interview, be sure to mention them in your note. For example, “Please extend my thanks to Ms. Smith and Mr. Doe for their time during the interview.” Or, “It was nice to meet some of the other employees during the tour.”

- If you noticed something special about the work environment. For example, “It was nice to see how friendly and welcoming the people in your department are when we went on the tour.”

The more personalized your letter is, the greater impact it will have on the interviewer. It may be the one extra touch that makes them choose you over another candidate.

What format should I use?

You can either mail a printed and signed copy of your letter or send an email. Remember to keep your letter formal by using titles and a proper salutation. Be sure to proofread your letter, checking for spelling and grammar mistakes. A simple error could affect your chances of getting the job.

If you are sending an email, try to wait half a business day before sending it. If you had your interview in the afternoon, send your email message the next morning.

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SAMPLE THANK YOU LETTER

Peter Edwards
123 My Street Name
City, Province
Postal Code
peteredwards@gmail.com

September 10, 2018

Ms. Jane Doe
Store Manager, Zehrs
1234 Store Street
City, Province
Postal Code

Dear Ms. Doe,

I would like to thank you, most sincerely, for taking the time to interview me today for the clerk position at your store. It was also nice to meet some of the other team members as we toured the departments.

It is obvious the staff enjoy doing many fun things together, indicated by the hockey pool chart on the staffroom bulletin board. I just know my positive and enthusiastic personality will be a good fit with the other employees.

If there is any additional information I can provide to help with your decision-making process, please let me know. I look forward to hearing from you soon!

Sincerely,



Peter Edwards