

The Thank You Note

No Note, (Maybe) No Job

To: Interviewer's e-mail address
Subject: Job position

Dear Ms./Mr./Dr. Interviewer's last name :

Thank you for meeting with me today to discuss the job title position at company .
I am very interested in the position and hope to get a chance to work with you.

I think I am the right person for the job because provide reasons (ability to learn quickly, work well with others, previous experience, etc.) .

You can reach me by phone at phone number or at this e-mail address. I appreciate your consideration.

Sincerely,

Your Signature

Full name (first /last)

How to Follow Up?

Get the interviewer's business card before exiting the interview.

Send a Thank You note via email or typed letter, on the same day or immediately thereafter.

Call the interviewer about (5) days after sending the Thank You note. Ask if a hiring decision has been made? Leave a voicemail if necessary. Include your name, contact phone, and say you look forward to hearing from them soon.