

Following Up After the Interview



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Thank You Notes

After your job interview, the first follow-up should be a thank you note; preferably a handwritten letter sent through the mail, which is more likely to be read.

An email on-time, though, is better than a late handwritten note.

Send a note to every person you interviewed with, no later than 24 hours after the interview.



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Thank You Notes

Hello Ingrid,

Thank you so much for meeting with me today. After learning more about the position, I'm very excited for the opportunity to join your team and help inspire prospective clients through your website.

I know my years of experience of working on web development for the financial industry would greatly benefit your company.

Please keep me posted on the status of the hiring process. I look forward to speaking with you soon.

Warm regards,

Sarah Clark



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Thank You Notes

Hi Jim,

Thank you for your time today, it was such a pleasure to learn more about the Marketing Manager role. I'm very interested in the opportunity to help your team promote new readership for your content.

I can tell ABC Company is a special place to work, and I would be thrilled to join such an innovative and passionate team. Please let me know if there's anything else I can provide to make your hiring decision easier.

Sincerely,

Liz Schaeffer



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Thank You Notes

Dear Ms. Bentley,

I just wanted to thank you for the interview today. It was great to hear about your team's goals for streamlining your software and placing an emphasis on quality UX design. I was very interested to learn how you see the engineering department playing a role in these initiatives. ABC Company seems like an exciting place to work—and not just because you mentioned those great summer outings! I really admire the mission that drives your business; I would welcome the opportunity to work with your team to implement some of the ideas we spoke about in redesigning the homepage.

Please let me know if there's anything else you need from me to move the process forward.

Kyle Tanner



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Checking In

A recruiter or hiring managers tells you that you'll hear back by a certain date—but that date has passed, and you've not heard from them.

It's easy to start overanalyzing the situation, but it probably speaks more to the recruiter's schedule than your performance in the interview. There could be competing priorities, someone out of the office, or a delay in other interviews being scheduled.

It's best to wait four or five business days after the date you were given, then send over a quick note.



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Checking In

Dear Beth,

I hope all is well. I just wanted to check in and see if there's an update on the timeline or status for the Marketing Manager position I interviewed for on September 22. I'm still very interested and look forward to hearing back from you.

Best,

Marie Smith



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Checking In

Hi Stan—I hope you're having a great week. You mentioned that your team would be finalizing a hiring decision on the Marketing Manager position this week; I'm eager to hear if you have an update. If I can provide any additional information to support your decision-making process, please let me know!

Donna Colter



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Keeping in Touch

Hi Sue,

We spoke last month about the product manager position at XYZ Industries. In our conversation, you highlighted some emerging trends in food packaging. I noticed this attached article about the same topic and thought of you. No response necessary. I hope you find the information useful!

Mark Johnson

