

Follow Up Letter

A letter should be written following an official personal interview acknowledging the opportunity to interview. Remember, applications are often screened and only a limited number of people interviewed.

Thank-You Letter Tips:

- Write within 24 hours of interview
- Send a separate note to each person who interviewed you
- Spell all names correctly
- Choose the proper tone
- Damage control
- Be positive
- Individualize letter
- Include additional information if appropriate
- Reiterate your interest in the position
- Briefly state why you are the best candidate
- Inquire about the next steps in the process
- Thank interviewer for time and cooperation

Contestant Name _____

	Possible Points	Points Received
General appearance	5	
Composition	10	
Expresses appreciation	10	
Comments on interview activities	15	
Expresses interest in position	15	
Is requested information addressed	15	
Review of relevant qualifications	15	
Provisions for follow-up stated	15	
Grand Total	100	