



## Follow-Up Letter

A well-written and timely follow-up letter will enable you to make a positive impression and show your genuine interest in the position. It is an example of both your work habits and writing skills. To gain full advantage of this opportunity, here are a few points to consider:

- Send the letter as soon as possible. This allows you to convey a sense of urgency and a high interest level in the opportunity. Ideally, your letter should go out the next day.
- Be as brief as possible. It shows respect for other's time.
- The body of the letter should address four main points:
  - Thank them for their time.
  - Mention something of interest from your meeting. For example, "I understand the challenges of month-end reporting and have implemented procedures in my current role to expedite the process" or "I remember the days of college applications and hope your son gets accepted to University of Maryland."
  - Express interest and enthusiasm towards the company and position.
  - Highlight experiences/accomplishments that amplify your qualifications, using the manager's own words from the interview.
  - Ask for the next interview.

Have someone carefully proofread your letter, sign a hard copy and drop it in the mail.

Sending thank you letters via e-mail is on the impersonal side, so we recommend avoiding e-mailed thank you letters, unless it is necessary due to timing or special circumstances.

## Sample Follow-Up Letter

Date

Mr. John Smith  
Vice President  
XYZ Company  
1234 South Street  
Anywhere, VA 12345

Dear Mr. Smith:

I appreciate the time spent with you discussing XYZ Company and the \_\_\_\_\_ position. It was a pleasure meeting with you, \_\_\_\_\_ and \_\_\_\_\_. I feel my qualifications and skills set in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ reflect those necessary to be successful at XYZ Company.

At ABC Corporation, I successfully installed a state of the art \_\_\_\_\_ system on time and under budget, as well as managed a staff of up to fifteen professionals and clerks. I am confident that I have the experience and drive to successfully manage the \_\_\_\_\_ Department.

I feel an even greater excitement level about the opportunity because it will allow me to attain my goals of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

I look forward to our next meeting to discuss this opportunity in greater detail.

Sincerely,

Michael Brown

*This is a sample letter to help you get started. You should customize yours to reflect what is relevant to your interview. If you need assistance with preparing a thank you letter, do not hesitate to contact your Search Consultant for assistance. They will be happy to help you with it.*