

# How to follow up after every interview

51% of employers will not consider a candidate who does not follow up after an interview (Job-hunt.org survey). Yikes! The great news, **you can be the one who does.**

## When to follow up

- Same day with an email

## How to follow up

- Same day: Send a thank-you email to everyone you met within 24 hours
- Stand out by also mailing a thank-you card within a week
- After that, stay in touch periodically (but no more than once a week)

## What to say

 Same-day email:

- Hi (or hello), (the person's name).
  - Thank you for taking the time to meet with me today about (name the position).
  - I really enjoyed meeting you and learning more about (the company, project, etc.)
  - I am very interested in (joining your team / joining the project / working with you).
  - It will be great to (learn from you | be a part of ...)  
*\*Pay a compliment or mention something you are excited about. Remember: they are looking for enthusiasm! It's great to pay a small compliment to the person or the company. A small mention of something specific will do the job. Don't go overboard.*
  - This is exactly the kind of opportunity I've been looking for. I'm particularly excited about (mention 1-2 things about the company, the team and/or the boss).
  - I'm excited to leverage my skills in (name 1-2 relevant skills) to help you (name 1-2 of their key business needs and/or what you will help them do if they hire you). ALTERNATIVE MESSAGE: It will be really fun to ...
  - Please let me know if you would like any additional information.
  - Once again, thank you for considering me. I look forward to our next conversation.
- Sincerely,

John Doe | 201-201-2010 | [johndoe@geemail.com](mailto:johndoe@geemail.com)

## The key ingredient in your follow-up message:

I'm excited to leverage my skills in (*name 1-2 relevant skills*) to help you (*name 1-2 of their key business needs and/or what you will help them do if they hire you*).

## How to find the key ingredient:

- Ask smart questions during your interview
- Debrief after every interview

OPTIONAL: Include a helpful article, study or upcoming event in your thank-you note. It will make you a REAL stand-out! Here's how:

- Pick one topic you discussed
- Search for credible article from industry thought leader (i.e. global warming + pdf) that will educate, inform, inspire, yield opportunity
- Add a sentence to your thank-you email:

P.S. I was doing a little research on (the topic you picked) and found this article (*or research paper, upcoming event*). I thought you might enjoy it.

Handwritten thank-you card: What to say ...

- Keep it VERY brief!
- Personal (Hello, Joe. ...)
- I'm excited about the chance to work with you. *That's it! No selling.*
- Let me know if I can provide you with any more information as you make your decision.
- Have a great week! - John

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