

## Post-Interview Follow Up

# The Whys & Hows of Thanking an Interviewer



A successful job search doesn't end at the interview. Actually, a very crucial element follows it – thanking your potential employer for taking the time to meet with you and consider you for the position. Unfortunately, some job seekers fail to complete this step and miss the opportunity to land the job. Fortunately for you, you'll have a better chance than your competition to receive an employment offer if you understand the importance of following up with a thank you.

### Why You Should Thank an Interviewer

- **It's Simple.** Many job seekers forget this part of the interview process, possibly because it's so simple. Thanking an interviewer will keep your name top-of-mind and leave a lasting impression with your prospective employer. So, make it a point to take five minutes after each interview to follow up with a thank you. Afraid you'll forget? Pre-address and stamp an envelope before the interview or pre-write a sample e-mail to make it that much simpler to complete following the interview.
- **You'll Stand Out.** If other job seekers choose not to follow up with a thank you but you do, you'll stand out to employers. It may seem small to you, but it's important to employers. In fact, according to a CareerBuilder survey, nearly half of employers weigh part – or all – of their hiring decision on whether or not they received a thank you from the applicant.
- **It's an Opportunity.** If you forgot to mention a key part of your work experience or education during the interview that might help you land the job, sending a thank-you note can provide an additional opportunity to mention that information. You can also take this chance to remind the employer of important qualifications and briefly restate why you'd be the right fit for the job. Repetition of these key points will also help the interviewer remember who you are when they begin to make their decision. Remember to keep it short, simple, and sincere.

### How to Thank an Interviewer

- **Hand-Write a Note.** The traditional way of thanking an interviewer is to hand-write a note. Then, mail or deliver it shortly after the interview to make sure it gets there quickly. Many hiring decisions are made promptly at the end of interviews, usually within days or even hours. Make sure to use correct spelling and grammar, and address the note specifically to the interviewer.
- **Send an E-mail.** If you have the interviewer's e-mail address and know they prefer communication electronically, carefully construct an e-mail using proper spelling and grammar and only the simplest text – no fancy fonts, colors, or graphics. Remind the interviewer of your interest in the job, but don't recreate your résumé in your thank-you note. Also, be sure to send the e-mail soon after the interview.
- **Make a Phone Call.** If you've already followed up with the interviewer using a hand-written note or e-mail and haven't heard back yet, give the interviewer a call a few days after you've sent your thank-you note. Whether you get to speak to them directly or have to leave a voicemail, briefly remind them who you are, thank them again for the opportunity to interview, and politely let them know that you're still interested in the position.

First impressions are memorable, but so are the actions you take after an interview. So, be sure to maintain a positive, professional image by appropriately following up after each interview you receive. Don't let an employment opportunity slip away merely because you didn't take the simple steps to thank your potential employer.