FOLLOW-UP LETTERS

If you do not receive a response to your cover letter/resume within a reasonable amount of time (two weeks to one month, depending upon the position), feel free to follow up by letter, telephone or email. A follow-up letter (also written in business letter format) should:

a. Inquire about the status of your application.
b. Offer to provide additional information that may aid in the evaluation of your qualifications.
c. Reaffirm your interest in the position and the organization.

THANK YOU LETTERS

Introduction

After every interview, whether for an actual position or for information only, it is appropriate to send a thank you letter. Even if the interview (or the interviewer) wasn't your favorite, and/or you are not interested in the position, it is important to say thank you for the time he or she spent with you. (You never know if, five years from now, that person will be in a position to hire you!) It is not necessary for the letter to be long and elaborate.

Content

- Your thank you letter or email should be sent within 24 hours of your interview.

- E-mail is fine (and faster), as long as you take the same care with it as you would with a hardcopy letter.

- Address the letter to the person who invited you for the interview initially. If you saw more than one person, you can write to each of them, or refer to them in your letter to the primary interviewer.

  o If you do send one to each person you spoke with, vary the messages slightly, potentially recounting something specific in the conversation with each person.

- Mention the title of the position for which you have interviewed.

- If you are interested in the position, express your enthusiasm and reiterate your desire for the job and your qualifications for it.

  o If you are not interested, you can still express appreciation for the consideration extended to you.

- To close, if you are interested in the job, express thanks for the interview and the date (specifically or generally) that you expect to hear from the interviewer.

  o If you are not interested, repeat that you enjoyed talking with the interviewer.