

Follow-up Format Example

Dear Interviewer,

Your reaction to the interview. (“I left the interview with many ideas going through my head regarding your company and the challenges of the job.” Or, “I came away from the interview feeling confident that I would be an excellent candidate for the position.”)

Why you want this job. (“After talking to you, I was impressed with the company’s view of future technology.” Or, “My goal is to work for a company that has the type of culture and mission such as yours – in particular, your attitude toward the employees working as a team.”)

What you would bring to the company. (Restate your qualifications – “The added value I would bring to this position would be my ability to solve problems using my past experience and analytical skills, particularly working with tight deadlines.”)

Ask for the job. (Do you want the job? Let the interviewer know. (“I am really excited about the prospect of joining your team and want to be considered as an interested candidate. I know that I would be an excellent fit for the job based on my past experience and what I can bring to the job, and my future goals.”)

Sign-off. (“I look forward to talking with you further regarding this opportunity.” Or, “Thank you again for the interview; I felt very comfortable talking with you.”)