

# Interview Follow Up Correspondence (Job Search)

It may feel rather sycophantic but it is common courtesy to thank interviewers for their time and for the opportunity to get across what you offer.

It's also a great opportunity to mention something you may have omitted, reiterate your interest and enthusiasm or generally 'keep the door open'.

Whether you are still waiting to hear or you have not been successful why not use this opportunity?

### Example 1

Address)

(Telephone)

(Date)

(Name)

(Address)

Dear (Name)

**Introduction**

Thank you for the opportunity to meet with you yesterday to discuss the Account Representative position. I found the interview stimulating and I would like to reiterate that I am very interested in working for Pet Scene in this capacity.

and

**Appreciation**

**Specific References**

As mentioned during our conversation, I have numerous connections in the market place that would aid in the start of the new product rollout. My contacts with vets, local animal shelters and private rescue firms have helped in my understanding of the products and needs of this unique market.

Additionally, I have been involved in volunteer activities on behalf of animal shelters for the past 12 months.

**Next Steps**

I look forward to hearing from you regarding second interview.

**Close**

Yours sincerely

**Example 2:**

(Address)

(Telephone)

(Date)

(Full name)

(Address)

Dear (Name)

**Introduction**

**and**

**Appreciation**

Thank you for considering me for the position of Production Supervisor. I appreciate the time that you spent with me explaining the challenges facing the new Production Supervisor role and hearing about my track record. I am of course, disappointed that I was not selected for the position.

**Specific References  
and Next Steps**

If, in the future, you should require an individual with my experience and skills to contribute to increasing productivity and improving the skills levels of the team, I would welcome the opportunity to talk to you again.

**Close**

Yours sincerely

*These example letters are intended for use as a guide to content, expression and layout. It is vital that your own letter/email reflects YOU and contains YOUR words, YOUR selling points and targets the job or work YOU are after. Analyse the strengths and merits of each example, to help you develop your own str*  
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