

# The Thank You Note

## No Note, Maybe No Job

To: Interviewer's Email address  
Subject: Job Position

Dear Mr./Ms. \_\_\_\_\_ (Interviewer's Last Name)

Thank you for meeting with me today to discuss the \_\_\_\_\_ position at \_\_\_\_\_ (company). I am very interested in the position and hope to get a chance to work with you.

I think I am the right person for the job because of \_\_\_\_\_ (i.e. my ability to learn quickly and work well with others).

You can reach me by phone at \_\_\_\_\_, or feel free to write me back at the above address. I appreciate your consideration.

Sincerely,

Your Name (First & Last)

### How to Follow Up?

- Get the interviewer's business card before exiting the interview.
- Send a Thank You note via email or typed letter, on the same day or immediately thereafter.
- Call the interviewer about (5) days after sending the Thank You note. Ask if a hiring decision has been made? Leave a voicemail if necessary. Include your name, contact phone, and say you look forward to hearing from them soon.