

Follow-up Letter

This letter should be considered as part of your job campaign to reemphasize to the prospective employer your interest in a specific job and to thank them for the interview. Even if not interested anymore, a letter should be written stating that fact. **The follow-up letter should be written based on what was said in the interview and what you want the interviewer to remember about you.** Remember to get the name and address of the interviewer so you can properly address the follow-up letter.

Your Address
City, State Zip Code
Date of Writing

← 6 spaces

Their Name
Job Title (Personnel Director)
Company name
Their Address
City, State Zip Code

← 2 spaces

Dear Mr. Doe:

← 2 spaces

First paragraph – Thank the interviewer for the interview. Be sure to state the date of the interview and the job interviewed for. Reiterate your interest in the job and in the company. (Make use of the information obtained in the interview about the job and what it would entail.)

Second paragraph – Include any additional details you wish to add to your application and interview, such as clarifying data or statements and asking other questions you may have. Now is the time to mention something you may have forgotten in the interview.

Third paragraph – Close with a suggestion for further action. Give a phone number where you can be reached. Thank the interviewer again for their time.

← 2 spaces

Sincerely,

Your signature ← 4 spaces

Your Name (typewritten)