Tips for Following Up After an Interview

After any interview, you should send follow up communication to express appreciation for the time they spent meeting with you. You can also confirm your interest in the position.

1. Collect names and contact information.
   Ensure you have names, emails, and/or phone numbers to follow up, write a thank you email, and someone to contact with additional questions should you have any. You can ask for business cards or take notes of interviewers’ full names.

2. Be quick!
   Send a thank you email within 24 hours of your interview. This should be friendly, yet professional. You can also mail a written thank you note, but this should be in addition to an email to ensure delivery within 24 hours.

3. Thank everyone.
   Either include everyone that interviewed you on one email, or send separate emails to each person. If you send separate emails, personalize them!

4. Remind them of your qualifications.
   Mention your qualifications and any keywords in the job description. You can also provide a reminder or additional detail about something from the interview.

5. Repeat your interest in the job.
   Say it again – let them know you are excited about the opportunity.

6. Keep it professional.
   You want to mirror the communication style that you have received from this person, while remaining professional. Avoid emoticons or "text speak" like "LOL," "haha," or 😊 in formal emails.

7. Spell check!
   After writing the email, read through it at least twice to check for spelling and/or grammar errors. Even better: get a friend to take a look.

Still not sure where to start? Check the Career Resource Library for a sample thank you note.