

SAMPLE FOLLOW-UP LETTERS SENT AFTER THE INTERVIEW

Name
Title
Company
Address
City, State Zip

Dear (Name):

I sincerely appreciate the courtesies extended to me on **(date)** by you and your staff.

Career opportunities at **(company)** seem exciting, challenging and allow for professional growth and development. The position we discussed **(title of position/scope of position)**, is compatible with my current responsibilities. Delivering on service commitments and building relationships is key for future success **(optional)**.

The conversation with **(name of people met)** was exciting and informative. I was delighted to find out that we shared much in common such as market focus, approach to the **(discipline)** of quality business. **(Person names)** are quite knowledgeable, enthusiastic and personable.

I am confident that my diverse background in **(discipline)** and strong initiative in achieving (profitability, etc.) make me uniquely qualified to be a positive contributor to **(company's name)** future. I look forward to the prospect of discussing how I can best serve your organization.

OR

Thank you for taking time from your busy schedule yesterday to discuss career opportunities at **(company name)**.

After my conversations with you **(and if appropriate list the others you met)**, I am convinced that **(company name)** offers exciting opportunities for professional and personal growth.

Further, I believe my background in **(your specialty)** and personality make me uniquely qualified for the position we discussed.

I look forward to our future conversations about the prospect of working for you and **(company name)**.