

Interview Follow Up: Move Closer to the Job Offer

Today's interview follow up is more than a thank you note. Think of it as a process that keeps you in contact with your potential employer. Through this ongoing contact, you have additional opportunities to demonstrate your strengths and your value to the company.

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The Letter

The first step is a follow-up letter, sent within 24-48 hours of your interview. Send an individual letter to each interviewer. You can use a similar letter, but find a way to personalize each one. Address each interviewer by name and title. Use the medium — email or regular mail — that is most appropriate for that company. If you use regular mail, choose a high-quality paper and envelope.

Some tips to make an impact with your message:

- Start the letter by thanking the interviewer for his/her time.
- Review the important points of your conversation to bring your interview back into focus for the interviewer and to show you were attentive.
- Summarize your strengths, skills and the ways you can add value to the company.
- Express enthusiasm for the company and your desire for the position.
- Ask for the job, if appropriate.
- Keep your letter concise, upbeat, and of course, free from spelling or grammatical errors.

Next Steps

If you provided references to your interviewer, make a point of contacting each person to alert them to a potential call from the company. After 10 days, follow up with a phone call to ask where the interviewer is in the process, and if you can provide any additional information. Take this opportunity to remind the interviewer of some unique quality or strength you can bring to the job. Finally, continue your job search.

If You Don't Get the Offer

If you are not offered the position, turn a negative into a positive by asking the interviewer if you can bring him/her into your network. Ask for referrals to other contacts. Your proactive steps demonstrate your networking skills and may earn you some insight into another job opening.

Manpower can connect you with job openings in your field.
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