

THANK YOU LETTER & FOLLOW UP INFORMATION

The thank you letter is a short note showing appreciation to the interviewers for their time and the opportunity to interview. In the letter, make a connection with the prospective employer by mentioning something specific or some topic of discussion during the interview and expand on what you will contribute to the company. These are sent after meeting with employers during networking events.

Send a short email thank you the same day or no later than 24 hours after your conversation.

Ask permission to take notes during the interview – a couple of words only – to help you remember the interviewers and their interests. Reference this information in the thank you letters.

Below are Thank you Letter & Follow-Up Templates you may reference:

Dear [redacted],

I want to say thank you for taking the time to speak with me about (*position*). It was such a pleasure to learn more about this open position. It was exiting to hear/learn about (include 2 things that interested you/talked about or learned during the interview).

I look forward hearing back from y'all. If you have any questions regarding our conversation or my background, feel free to contact me at *phone # or email*. Excited about the opportunity to learn more about your company, & hearing about next steps.

Have a great day,

Your name
Contact info

Follow up: you send these messages when you've only had a brief time to chat to the employers/recruiters. You may send follow up messages through LinkedIn, or email. Keep it brief, but informative.

Dear ,

I wanted to follow up, we spoke during the *Virtual CASNR Career Fair* regarding *xyz position*.

Attached is my (*job seeking documents*) resume & cover letter. Please let me know if you have any questions. Below is my contact information.

I look forward speaking with you soon,

Name
Contact number
Email