



THANK YOU LETTER & FOLLOW UP INFORMATION

THANK YOU LETTER INFO:

The thank you letter is a short note showing appreciation to the interviewers for their time. 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.

Send a short email thank you letter the same day (no later than 24 hrs. after your conversation)

Ask permission to take notes during the conversation – a couple of words only – to help you remember the interviewer, *reference this information in the thank you letters.*

Thank you Letter Template:

Dear [redacted],

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 exciting to learn about (*include 2 things that interested you/talked about during the interview*).

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

Have a great day,

Your name
Contact info

FOLLOW UP INFO:

You send these follow-up 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.

Follow Up Template:

Dear [redacted],

I wanted to follow up, we spoke during the *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