

## Letter following an interview

A follow-up letter should be written immediately after your interview to each person involved in the interview process. **Do not forget to send thank you letters, and do not wait longer than a day or two.** The letter gives you another opportunity to make a favorable impression or to emphasize qualifications or details omitted during the interview. Keep it brief.

Email letters are acceptable. Hand written letters are fine, if your handwriting is legible; otherwise, you should type it. Be sure to spell the interviewer's name correctly.

If unsure, call the receptionist and say, "I am sending correspondence to Mr. Jones and need to confirm his job title and the spelling of his name."

### Sample content

June 7, 2010

Edward Jones, Director  
Slayton Regional Development Center  
2401 Broadway Avenue  
Slayton, MN 34567

Dear Mr. Jones:

I would like to thank you for offering me the opportunity to interview for the planning internship position with the Slayton Regional Development Center. The projects your organization is working on are impressive and I would love the chance to work with your team.

I enjoyed meeting the other staff members and touring the facility and appreciate the time you spent with me. If offered the internship position, I am confident I would be an asset to Slayton Regional Development Center.

If you have any other questions, please do not hesitate to call. Thank you again!

Chris Planner