# Follow-up to an Interview Letter Model

April 2, 2001

Ernie English
1234 Writing Lab Lane
Write City, IN 12345

Dear Mr. English:

The purpose of the follow-up to an interview is to convey your thankfulness at being given an interview. In the opening paragraph, thank the interviewer for their time. Thank them for allowing you to learn about the position and the company.

In the body of your letter, present a personal analysis of your interview and visit. It is important to avoid clichés and generalizations such as, "My visit to your company was very informational and interesting." Write about your impressions of the company and your review of the interview proceedings. You may also want to point out any new information that you learned about the company during your visit. If there is any new information about your education or work experience that you believe would be increase your chance of getting the position, present those as well.

In your conclusion it is important to be positive and reflect goodwill. The letter's intent is to show the interviewer that you are thorough, courteous, efficient and, most importantly, that you are sincerely interested in the job. It is likely that sending this letter will set you apart from the crowd.

Sincerely,

Lucy Letter
123 Winner's Road
New Employee Town, PA 12345