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## Thank-You Letter

After the Interview, you'd better send a follow-up interview. Here are the suggestions:

- Within two days of the interview, send a thank-you note/email to the person in charge of the interview process with copies to the others involved. Mention what you appreciated from the day's activities and reiterate your interest in the position and the organization.
- A week after sending the thank-you, you may contact the employer to show your continued interest and ask if there is any additional information you can provide.
- If the employer does not respond within the expected time frame, you may phone or email the person who interviewed you to ask about your status.

## Template:

Dear Mr. Johnson:

Thank you for the opportunity to spend last Thursday at your manufacturing facility in Sunnyvale. The discussion we had was very informative, and I really enjoyed the tour of your plant and the informal conversation with your engineering staff. I was impressed with the effective manner in which Consolidated Engineering has adapted the management-by-objective system to their technical operations. This philosophy aligns well with my interests and training.

The entire experience has confirmed my interest in joining the team at Consolidated Engineering, and I look forward to hearing from you soon.

Sincerely,  
Michael Law