**THE INTERVIEW FOLLOW-UP LETTER MARICK B. KALCHERT**

*How to Navigate the Next Career Step with the Ideal Follow-Up* **LOS ANGELES, CA**

An ***Interview Follow-Up Letter*** is a strategically written Thank You note that is sent to the prospective employer after the interview. Want to ensure you will stand apart from the other candidates? Good news for you: only [**5% of Job Seekers**](https://www.livecareer.com/quintessential/thank-you-letters-faq) actually send any post-meeting communication. The Follow-Up Letter should be no less than 1 paragraph and no more than 3. Each paragraph should be around 3-5 sentences. This is your opportunity to cite additional skills, reinforce your qualifications, and remind the hiring manager why they should select you.

The Interview Follow-Up Letter ***must*** be sent within [**24 hours of the interview,**](https://www.thebalance.com/interview-thank-you-letter-2063984)*but no sooner than 4 hours*. Anything longer greatly reduces your hiring chances. In the first 24 hours, the interviewer thinks about you. You are fresh in their mind and they are discussing your potential employment with other decision makers. The Follow-Up Letter is the perfect tool to optimize this timeframe. The Interview Follow-Up Letter must be sent to each interviewer during the process; including those you meet with briefly. Each Letter must be specific to the conversation you had with each addressee

Do **NOT** address the Interview Follow-Up Letter to your recruiter. It is *specifically* for the interviewer(s)*.* However, if you are working with a recruiter, they may wish to send it on your behalf. That is perfectly acceptable.

**PREEMPTIVE RESEARCH**

Before you begin your Interview Follow-Up Letter, you will have a competitive edge over other candidates if you conduct a bit of [**research**](http://www.nydailynews.com/jobs/research-company-interview-article-1.328623). Your interviewer may give you topics to investigate. If not, explore the key topics discussed. If a specific process or program was mentioned, study it. Be *subjective*. Cite information that supports the interviewer’s point of view. It is in your best interest to examine the company’s Mission Statement, Vision, and/or Core Values by visiting their website (if you have not done so already). Include the vetted content into your Interview Follow-Up Letter.

**MISSION STATEMENT:** “*Our goal is to be the top industry leader in Sustainability through a 100% Green Environment.”*

**Example of Incorporating this information:**

*“I researched your company and by reading your Mission Statement, understand the importance of green environments. This aligns perfectly with my background of developing Recycling Programs.”*

**EXECUTING THE LETTER**

At the top of the Thank You Note, include the position for which you are applying as well as the name of the company. In the greeting, address the interviewer by their last name. Should you forget this information, a quick search through [**Google**](https://www.google.com/),[**LinkedIn**](https://www.linkedin.com), or [**SalesForce**](https://connect.data.com/) should jog your memory.

Begin your Interview Follow-Up Letter by immediately thanking the decision maker for meeting with you. State 2 or 3 relevant qualifications. Next, cite 2 or 3 topics the two of you discussed and integrate your skills with the company’s needs. The first paragraph is a brief summary of what you offer.

**Example of an Ideal Beginning:**

*“Dear Ms. Lee,*

*Thank you very much for taking the time to meet with me earlier today. I understand how valuable your time is especially while the company is undertaking numerous urgent projects. I am eager to alleviate that pressure by contributing my skills in Project Leadership, Operations, and Process Development. After our discussion, I researched the topics we discussed regarding KPI Metrics, Sustainability, and Quality Control. I am now more certain that I am the ideal candidate for the Project Manager position.*

**THE PERFECT BODY**

The Interview Follow-Up Letter *opening* and *closing* paragraphs should only include a maximum of **3-5 sentences**. The ***body*** of the Thank You note is the second paragraph. You may expand its length to a maximum of **7 sentences**. You must optimize its content. Be judicious and include 1-3 related [**quantified accomplishments.**](https://www.monster.com/career-advice/article/numbers-to-highlight-accomplishments)

**Example of Incorporating Information:**

*“With my cross-functional leadership in Operations, I ensure flawless execution of organization, planning, and consistency. Through these efforts, the programs I develop have a 98% success rate. I am excited to begin incorporating my ideas in sustainable processes. The plans I have for improving XYZ Company’s eco-conscious efficiency include profit optimization through waste reduction. Through Project Management, I am well versed in KPI Metrics. My follow through and hands-on leadership has directly resulted in 60% of my team members progressing to a higher position in management. As we discussed, I will begin collaboration with the other department leaders immediately.”*

**THE FINISH LINE**

Your Interview Follow-Up Letter is only as strong as its closing. Display clarity and be concise. Directly state the reasons you are the ideal selection. Remember to thank them once more. Use verbiage that correlates with your preparedness for the next sequence. Use assertive language. Do not *ask* for another interview or offer of employment. *Prove* you are ready for that step and assume success Don’t forget to include your name and contact information.

**Example of Closing Statement:**

*“My experience in Sustainability Process Management proves that I am the best selection as your new Project Manager. I am eager to incorporate the plans I develop with the ideas my future team mates offer. I know that you have much knowledge to offer me and I will benefit your hiring decision through active listening and proactive research. I am excited for the next step in this process and the beginning of a fulfilling career with XYZ company.”*

***Let’s review the Interview Follow-Up Letter in detail:***

***XYZ COMPANY***

***PROJECT MANAGER***

*“Dear Ms. Lee,*

*Thank you very much for taking the time to meet with me earlier today. I understand how valuable your time is especially while the company is undertaking numerous urgent projects. I am eager to alleviate that pressure by contributing my skills in Project Leadership, Operations, and Process Development. After our discussion, I researched the topics we discussed regarding KPI Metrics, Sustainability, and Quality Control. I am now more certain that I am the ideal candidate for the Project Manager position.*

*I researched your company and by reading your Mission Statement, understand the importance of green environments. This aligns perfectly with my background of developing Recycling Programs.*

*With my cross-functional leadership in Operations, I ensure flawless execution of organization, planning, and consistency. Through these efforts, the programs I develop have a 98% success rate. I am excited to begin incorporating my ideas in sustainable processes. The plans I have for improving XYZ Company’s eco-conscious efficiency include maximizing profit through waste reduction. Through Project Management, I am well versed in KPI Metrics. My follow through and hand-on management has directly resulted in 60% of my team members progressing to a higher position in management. As we discussed, I will begin collaboration with the other department leaders immediately.*

*My experience in Sustainability Process Management proves that I am the best selection as your new Project Manager. I am eager to incorporate the plans I develop with the ideas my future team mates offer. I know that you have much knowledge to offer me and I will benefit your hiring decision through active listening and proactive research. I am excited for the next step in this process and the beginning of a fulfilling career with XYZ company.*

*Thank You,*

*Your First & Last Name*

*Sales Manager (Your Title)*

*Phone # • email@server.com*

*linkedin.com/in/personalurl*

*www.yourwebsiteaddress.com*

**The *last* impression is the *lasting* impression. Maximize the success of yours with each step in the process!**

**©2017**

**SOURCES:**

**5% of Job Seekers**

**LIVE CAREER**

<https://www.livecareer.com/quintessential/thank-you-letters-faq>

**24 Hours After the Interview**

**THE BALANCE**

https://www.thebalance.com/interview-thank-you-letter-2063984

**Research Before Writing the Cover Letter**

**New York Daily News**

http://www.nydailynews.com/jobs/research-company-interview-article-1.328623

**Quantified Accomplishments**

***Use Numbers to Highlight Your Accomplishments***

**MONSTER**

<https://www.monster.com/career-advice/article/numbers-to-highlight-accomplishments>

**Quantified Examples:**

***How to Write Achievements in Your CV***

**INTERNATIONAL HELLENIC UNIVERSITY**

http://ecs.ihu.edu.gr/co/employment-cvcletter/how-write-achievements-your-cv

**LINKS TO UNAFFILIATED SITES:**

**SalesForce**

<https://connect.data.com>/

**LinkedIn**

https://www.linkedin.com/

**Google**

https://www.google.com/