**Post-Interview Thank-you Letter or email**

After an interview, you can increase your odds of getting the job by following-up the interview with an email or letter that expressed how much you enjoyed the conversation, learned something about the company, and felt a combability with some aspect of the company. An email will do, but a letter is always more personal. Imagine the employer opening this letter up and thinking about your extra care and attention to detail.

**IMPORTANT**: Be sure you get a card from the interviewer or his/her contact info from the receptionist or the company website – you’ll need the contact info for the letter.

**IMPORTANT:** Write the letter – leave the 2nd paragraph open – and be ready to insert the middle paragraph after you complete the interview and the contact info if you didn’t have it beforehand.

**IMPORTANT:** Try to drop off the letter on the day of the interview a few hours after the interview. Interviewers who receive this letter on the same day of the interview often move the candidate to the front of the line. It takes more time on your part, but the extra effort is usually always worth it.

**A sample letter is below:**

June 1, 20xx

Geeva Hardwork

Schmegley Industries

Sales Associate Hiring Manager

1576 Regent Avenue West

Winnipeg, MB, R2C 3B4

Dear Ms. Hardwork:

Thank you very much for taking the time to interview me today for the *Customer Service Representative* position at **Schmegley Industries**. I enjoyed our conversation and see great potential for a match.

I especially appreciated the volunteer work that your company does and the many employees who believe in giving back to the community. I, too, think it’s important to help the needy. The way your team manages projects really made sense to me, as I’ve spent the last years working on my project management skills on some challenging projects that involved partnerships and strict deadlines.

I appreciate the opportunity to share my story with you and to learn about your company culture. I am available for a follow-up interview or another conversation at your convenience at 555-5555.

Best wishes,

Billy Bingley

Billy Bingley