



The Career Center

East Carolina University
701 East Fifth Street
Greenville, NC 27858-4353
Office: 252-328-6050

AFTER-INTERVIEW LETTERS

An After-Interview Letter is sent to an employer after you have interviewed with them but before they have made a hiring decision. When you interview, keep in mind that you will be writing an After-Interview Letter and pay particular attention to the things they like about you and their needs, problems, and challenges. You will need that information when you compose this letter. Ideally you would compose the letter and post it to the mail, however, if they are likely to make the hiring decision before the mail could get to them, email the after-interview letter.

OPENING PARAGRAPH

Thank you for the opportunity to visit with you on [DAY & DATE]. I found our meeting most productive, and I appreciate being considered for a position with [COMPANY NAME].

MIDDLE PARAGRAPH

I left our meeting feeling that my background in [AREA OF EXPERTISE] with [COMPANY/CLASS] will be particularly important to your organization. In our discussion you mentioned [KEY NEED], and I enjoyed talking about [ANOTHER AREA OF PROBLEM/CHALLENGE]. As a [PERSONAL MARKETING PHRASE], I see myself as an effective [POSITION] able to [LIST TWO BENEFITS IMPORTANT TO THE INTERVIEWER]. I am anxious to become a productive member of the team and experience the fast paced environment of [COMPANY NAME].

CLOSING PARAGRAPH

I look forward to meeting with you again as we discussed on [DAY OF WEEK], [DATE], in your office. I appreciate your time and consideration.

OR

I will call on [DAY OF WEEK] of next week to discuss the next step in the hiring process. Thank you again for the courtesy extended to me.

Here is an example of a completed After-Interview Letter.

Elanor L. Nelson

312 Louis St. • Greenville, NC 27858 • (252) 321-9646 • eln4578@mail.ecu.edu

March 12, 2005

John Hagans, Director of Marketing
Carolina Home Medical, Inc.
304 N. Queen St.
Goldsboro, NC 27530

Dear Mr. Hagans,

Thank you for the opportunity to visit with you last Wednesday, March 10, 2005. I found our meeting most productive, and I appreciate being considered for a Marketing Assistant position with Carolina Home Medical.

I left our meeting feeling that my background in product promotions with DSM Pharmaceuticals will be particularly important to your company. You mentioned the likelihood of an upcoming release of several new products, and I enjoyed our discussion of how that has caused this position to be open. I know from my own experience that having staff on hand who can respond to last minute changes in marketing materials can save thousands of dollars. As an efficient perfectionist with excellent analytical skills, I see myself as someone able to provide key quality control in this position. I am anxious to become a productive member of the team and experience the fast paced environment of Carolina Home Medical.

I will call you on Tuesday, March 16, 2005 to discuss the next step in the hiring process. I appreciate your time and consideration. Thank you again for the courtesy extended to me.

Sincerely,

Elanor L. Nelson