



# 9 Follow Up Letter

**Acknowledge and appreciate**

Always send a follow-up letter immediately after a job interview. It should be sent promptly, without delay. It conveys courtesy and appreciation, and reflects good manners. It reiterates your interest and enthusiasm about the job, and gives you another opportunity to promote yourself. It reminds the employer of your qualifications. A good follow-up letter should be brief and written in proper business letter format. It should be printed on the same matching high quality paper as your resume and cover letter. You can use this sample follow-up letter as a guide in producing your own unique letter.

Your Address  
City, State Zip Code  
Date

Name, Title  
Company  
Address  
City, State Zip Code

Dear Mr. \_\_\_\_\_ :

Paragraph One. Thank the interviewer for granting you the interview. Thank the interviewer for the opportunity to learn more about the job and the company. Thank the interviewer for the opportunity to discuss your qualifications.

Paragraph Two. Reiterate your interest and enthusiasm about the job. Remind the interviewer of your qualifications. Express your confidence in being able to perform the job.

Paragraph Three. Express an interest in hearing from the interviewer again very soon.

Sincerely,  
Your Signature  
Your Name

Your address block... or the heading from your resume for consistency.

Address block of employer... Includes name and title of person.

Salutation... Dear Mr., Ms., or Dr.

First paragraph... first main idea. Express your appreciation for the interviewer's time and the opportunity to meet.

Second paragraph... Remind them of your skills and abilities and your interest in the position.

Third paragraph... last main idea. Let them know you want to hear back from them about this position.

Signature block... Don't forget to sign the letter with a black or blue ink pen in your own handwriting.

**•CAREER DEVELOPMENT CENTER•**

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