After you finish a formal interview, there are four steps you should take to complete the interview process:

1. Send a thank you note/email to each person with whom you interviewed.
2. Write down your impressions of the company, work environment, and your overall fit with the position. A good place to do this is on the Interview Preparation Worksheet, provided by The Career Center.
3. Make a note of the questions you had difficulty with during the interview. Try to determine why the employer was asking the question and which attribute they were hoping to assess.
4. Based upon the selection timeline discussed in your interview, follow-up with the employer via telephone or email if you not heard from them in the specified amount of time.

Thank You Note Guidelines

- Ask for a business card from the person(s) you meet during the interview so you have their contact information.
- Send a thank you note within 48 hours.
- You may email your thank you note or print it on business stationary and send it via mail.
- When using letter format, print the letter and matching envelope on business stationary. Use 1 to 1½ inch side margins and make sure the body of the letter is centered within the page.
- Avoid “text-speak” when composing your thank you note: ex: thx, r, u, thru, etc.

Thank You Note Layout

<table>
<thead>
<tr>
<th>Introductory Paragraph</th>
<th>Middle Paragraph</th>
<th>Concluding Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank the employer for meeting with you.</td>
<td>Reemphasize your strongest qualifications drawing attention to your skills, experience or commitment to the position/organization.</td>
<td>Thank the employer again.</td>
</tr>
<tr>
<td>Express your enthusiasm for the position/organization.</td>
<td>Mention something specific you discussed with the recruiter. This re-establishes the connection.</td>
<td>Reiterate your interest in the position.</td>
</tr>
<tr>
<td>Indicate what day you interviewed with the recruiter – they see many candidates.</td>
<td></td>
<td>Provide your phone number and email address.</td>
</tr>
<tr>
<td>Indicate the position you applied for – recruiters recruit for more than one position.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Thank You Note Examples

Email Business Format

Subject: Thank You – Sales Management Trainee Interview – October 8, 2013

Dear Ms. Davis:

I am writing to thank you for the opportunity to interview for the Sales Management Trainee position with Enterprise Rent-A-Car on Monday, October 8, 2013 at Western Michigan University. Learning more about the position and company solidified my interest in becoming a part of the Enterprise team.

Knowing that Enterprise is ranked by Fortune magazine as “Top Five Best Real World Experiences in the U.S.” is what initially drew me to your company. My attraction to the company increased when I learned of your personal experience at Enterprise – it is great to see a company invest in quality employees, such as yourself, and promote talent from within. I am confident my experience as the executive director of a student-run non-profit organization would assist me as I learn to run my own Enterprise branch. My ability to build rapport with customers using active listening and assertive communication will be of great benefit to the company when building a client base that guarantees return business.

I truly look forward to hearing from you about the opportunity to become a part of Enterprise Rent-A-Car. Should you have additional questions in the meantime, please feel free to contact me at (269) 394-7380 or sue.r.student@wmich.edu. Thank you again for meeting with me and sharing your Enterprise story.

Sincerely,
Sue Student

Mail Business Format

3578 Westnedge Ave.
Kalamazoo, MI 49001

Monday, September 17, 2013

Mr. Patrick Meares, Senior University Recruiter
Stryker Corporation
2825 Airview Blvd.
Kalamazoo, MI 49002

Dear Mr. Meares:

Thank you for the opportunity to interview for the human resources internship last Friday on Western’s campus. I enjoyed our conversation and learning more about Stryker. In particular, I was excited about how Stryker capitalizes on their employees’ strengths. I was also impressed with the number of WMU alumni employed there, including you.

After learning more about the internship and the corporation specifically, I am confident my education and work experience are an excellent fit for the requirements we discussed. My ability to effectively work in teams, and develop and maintain positive and professional relationships with others has been proven in my previous experiences. My interest in working for Stryker was strengthened as a result of the interview and I know I can make a significant contribution to your company.

Again, thank you for the interview and consideration. I am eager to have an opportunity to join the staff at Stryker Corporation and look forward to hearing from you soon.

Sincerely,
Steve Student
(XXX) XXX-XXXX
steve.a.student@wmich.edu