

By Resumeva — AI Resume Builder

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Secrets of Following-Up After the Interview

Closing statements, follow-up timing, and proven scripts.

The Closing Statement

You should have a closing statement prepared for when the interview is over. It should be a brief statement that summarizes your experience and strengths as they relate to the requirements for the job. This is the time to sell yourself.

Don't ask for the job in your closing statement, especially if this is your first interview. There is no way they know if they are going to hire you after meeting you for the first time. If they want you to have the job, then they will ask you. If after a second or third interview, it may be appropriate to ask for the job, but every interview and employer is different.

The best way to finish an interview is by showing a positive attitude that is complemented by poise and confidence. Your exit is as important as your entry. You want to leave the interviewer with a good and lasting image of you because the last picture in your interviewer's mind is how you will be remembered. Your interviewer will take notice of your body language as you get up and walk out of the room. Hold your head up high and walk out of the room with confidence, like you were just offered the job.

Remember, these are closing statements. Don't ask questions here.

Sample closing statements

"Thank you for taking the time to meet with me today. This sounds like an exciting opportunity and is exactly what I am looking for. I believe that my work experience with Hewlett-Packard and my unique blend of technical problem solving and people skills makes me a good candidate for this position. I'm looking forward to the next step in your selection process."

"I appreciate you taking the time to meet with me today. I believe that I have all the skills and experience you are looking for in this position and that I would be able to make a valuable contribution to your company. I already know a great deal about your products and will require little to no training and believe that I will be almost immediately productive. I'm looking forward to hearing from you."

"I enjoyed meeting with you today. We covered a lot of ground this morning. I strongly believe that I can be a valuable asset to your company. I'm already an expert at selling and supporting your products through our reseller channels and having done so will allow me to hit the ground running in this position with little to no training. I hope to hear from you soon."

"I appreciate you taking the time to meet with me today. I believe that I am well qualified for this position as my current job responsibilities are very similar to this position. I'm confident that I can jump in and hit the ground running. I think I bring a vast amount of experience and skills to the table and that I would be a valuable asset to your company. Thank you — and I look forward to hearing from you soon."

Interview Follow-Up

There are several ways to follow-up after the interview. Make sure you don't follow-up with your interviewer in the same day unless you want to drop them a thank you email. Your best bet is to ask the interviewer when they plan to make a decision or conduct second interviews. Armed with this knowledge will help you follow-up at an appropriate time. For example, if the interviewer says she will be conducting interviews for the next two weeks and you follow-up in the next two days, all you're doing is demonstrating your lack of comprehension. Time your follow-up appropriately to the interviewer's schedule.

You should also find out from your interviewer who you should follow-up with as it's not always the interviewer.

The purpose of the follow-up letter is to reiterate your interest in the job. This is also helpful to encourage the employer to respond. It is not uncommon to speak to a company representative and send a follow-up letter to drive home key points in the conversation.

Is sending a follow-up letter necessary? No, but it can be a helpful tool in an aggressive job search campaign. Keep in mind that the majority of job seekers tend to have a passive attitude, so staying aggressive and using follow-up letters can help give you the edge.

A follow-up letter is often synonymous with a thank you letter, but it's actually a little different. In the job search process, a follow-up letter is sent to a potential employer after you initially send your resume for review or after you have initially made contact with a company, but prior to the interview. However, for many jobs, the search process can take 3-6 weeks and this is where you can utilize the follow-up letter. By today's standards the follow-up letter can either be in printed form or simple text in the body of an email message.

The follow-up letter should follow the same format and consistency of the cover letter. Your introduction will mention either your initial resume submission or a previous conversation regarding the position. It should include a few key points that demonstrate your qualifications for the position. Close the letter with an invitation for the interviewer to contact you along with your contact information.

The Ideal Follow-Up Letter

The ideal follow-up letter will be short, concise and to the point, generally with less content than even a cover letter. It's a good idea to send a follow-up letter if you have not heard from the company within 1-2 weeks after resume submission or contact. In some cases, you may have information regarding

the submission/review dates of certain jobs or you may have spoken to a company representative that let you know specific time frames for their job search. (Example: Company states in the job description that they are accepting resumes until May 20th.) In these cases, let common sense prevail and wait a few days after the closing dates before you send the follow-up letter.

Email is one of the easiest ways to follow-up with your interviewer, but timing is everything. After a few days, it would be OK to send an email to the interviewer thanking them for the interview and basically reiterating your closing statement, but in a way that you are asking them how they are planning to proceed. Send your email on a Tuesday, Wednesday or Thursday morning around 9:00 AM. By this time, the interviewer has most likely read all their morning email and then yours will pop in right on top. Avoid Mondays because they are hectic and avoid Fridays because they are a common day off.

Calling the interviewer on the phone is probably the best way. Again, time your call on a Tuesday, Wednesday, or Thursday morning around 9:00 AM. Try to avoid leaving voice mail, but do so at your own discretion. There is no right or wrong. But if you keep calling and hanging up on the voice mail and that phone has caller-ID, well, it might look like you are a little too enthusiastic.

If they answer the phone, then just say: "Hi Mr. Stevens, this is Josh Parker. I just wanted to follow-up with you on the technical writing position that we spoke about last week. Is this a convenient time for you to talk?" You can also say the same thing if you wanted to leave a voice mail, but ask him to call you back at his convenience.

Though somewhat outdated and old fashioned for job interviews, you can always send a printed thank you letter but it's just a thank you and it does not give you the opportunity to follow-up or ask questions. If you are applying to a high technology company, avoid sending a "thank you" via postal mail and use email.

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