A thank-you note or letter is an effective way to demonstrate your enthusiasm for a position and to stand out with an employer as they determine which candidate to hire. These notes can be mailed or emailed.

THANK-YOU LETTER TIPS

**Be professional.** Your letter is evidence of you as a professional and as a prospective employee.

**Be brief.** Thank-you letters should only be a paragraph or two - respect the readers' time!

**Be timely.** Send a thank-you letter within 24 hours following the interview.

**Address the letter to a specific individual.** State the individual's name with whom you interviewed with, his/her correct title, and use the proper business address (if mailing a letter).

**Restate your interest in the position.** Interviewers want to see that you still want the position after having learned more about the company and the position during the interview.

**Refer to specific topics** you discussed to remind the interviewer of who you are and to reaffirm your active involvement in the conversations you had.

**Reemphasize your qualifications** to indicate that you are a perfect match for the position you interviewed for.

**Express your sincere appreciation.** Thank the individual for his/her time and consideration.

AFTER A WEEK...

**Call the interviewer to inquire about the status of your candidacy.** Make the call before 10 in the morning. If the interviewer is not available, ask if there is a better time to call.

SAMPLE SCRIPT:

“Good morning, may I speak with Mr./Mrs. ______? This is ______ from The University of Texas at Austin School of Architecture. How are you this morning? I wanted to call and thank you for meeting with me last week for the ______ position. I am still very interested in this opportunity and I wanted to follow up to see if you've made a decision.”

**If you got the job...** Great! Ask, “How long do I have to formally accept?”

**If a decision has yet to be made...** Ask, “Am I still being considered?” and, “Would it be OK if I call back next week?”

**If you didn’t get the job...** Be professional and respectful. “Thank you for your consideration. I learned a lot about your company during our meeting. If another position becomes available, I would appreciate the opportunity for another interview.”

You may also email the employer utilizing the same inquiry strategy. By following up and sending thank-you notes, employers will sense your true interest in a position - which may solidify their decision to hire you over the competition! Contact the Career Services Office for additional advice on interview follow-up etiquette.