Thank You Letters

Follow-up is critical during the interview process. An electronic (email) and hand-written thank you letter should be sent within 24 hours of the interview and should be sent to each person with whom you met. Be sure to ask for business cards or ask the person arranging the interview for the correct spelling, titles, business emails, or business addresses of each person you met. Make each note somewhat different, and be sure to reference something you discussed in the interview.