Follow-up letters are sent as soon as possible after a job interview. It shows the interviewer that you pay attention to details. It is your last chance to leave a good impression.

Some tips for writing your follow-up letter:
- Send the letter right away—don’t delay!
- Keep it short and simple.
- Help your interviewer remember you by discussing an incident which occurred during the interview.
- Write to every interviewer.
- Provide any information that was overlooked during the interview or that was specifically requested by the interviewer.
- Emphasize your qualifications.
- Be sure the letters are professional—typed, no errors, on quality paper.

FOLLOW-UP LETTER FORMAT:

Your Contact Information
Name
Address
City, State, Zip Code
Phone Number
Email Address
Date

Employer Contact Information
Name
Title
Company
Address
City, State, Zip Code

Salutation
Dear Mr./Ms. Last Name,

Body of Follow-Up Letter:
- First Paragraph:
  Thank the interviewer for taking the time to meet with you (mention the date). Remind him/her of the position for which you interviewed.
- Second Paragraph:
  Restate your interest in the company. Comment on an event from the interview. Again, emphasize your qualifications.
- Third Paragraph:
  Thank the interviewer for his/her time and consideration. Perhaps suggest further action such as a 2nd interview or a follow-up phone call. Provide your phone number and hours when you can be reached.

Complimentary Close
Respectfully yours,

Signature
Typed Signature

Resources:
- “Five Tips to A Successful Interview Follow-Up Letter” by Heather Eagar. www.jobdig.com/articles/557/Five_Tips_To_A_Successful_Interview_Follow-Up_Letter
- “Cover letters, and other letters Hard copy and e-mail topics.” http://www.career.vt.edu/JobSearchGuide/CorrespondenceIndex.html

Some helpful websites:
http://jobsearch.about.com/od/thankyouletters/a/thankinterview.htm
Basic Cover Letter/ Follow-up Letter Writing Tips

Cover letters are included with your job application / resume. They are used to introduce yourself, show your interest in the position and quickly summarize the qualifications that you have listed in your resume.

Some general tips to follow when writing a cover letter:

Do’s:

- State where you learned of the job and the title of the position you are applying for.
- Address your cover letter to a specific person. Avoid generic and / or sexist salutations such as “Dear Sir or Madam”. If you don’t know the recipient’s name, check the ‘about us’ pages of the company’s website.
- Without duplicating your resume, identify your skills and experiences and explain what you can do for the employer.
- Actively sell yourself. Be assertive about your qualifications without being egotistical. Tell them WHY they should hire you.
- Use a simple block format on standard sized paper. Use flush left margins and ragged right margins (this makes it look like it was individually typed on a typewriter, rather than computer generated). Keep a copy for yourself.
- Make a good impression—this will, oftentimes, be your first contact with an employer.
- Remember to check your spelling and your grammar. Proofread it—twice, then have someone else proofread it.
- Research the company and compliment the person / organization on their accomplishments. This shows you have done your homework and are familiar with the company.
- Do request an interview, don’t wait for them to call you.

Don’ts:

- Do NOT use a generic cover letter. Customize your cover letters for each employer. Using examples, demonstrate that you have the desired qualifications for the position.
- Do not think of your letter as an autobiography. Keep it brief and to the point.
- Don’t use clichés and meaningless or wordy expressions. Use the simplest forms of words and phrases (‘use’ instead of ‘utilize’; ‘important jobs’ instead of ‘jobs of great importance’).
- Unless specifically asked for it, don’t mention salary history. If job ads say resume without a salary history will not be considered, give a historical salary range. State that salary requirements are flexible.
- Don’t focus on the negative aspects of your previous jobs (eg. Why you left…) or items such as gaps in employment history. Be prepared to address those topics in your interview.
- Don’t be too aggressive or humorous.
- Don’t forget to sign it!

COVER LETTER FORMAT:

Your Contact Information
Name
Address
City, State, Zip Code
Phone Number
Email Address
Date

Employer Contact Information
Name
Title
Company
Address
City, State, Zip Code

Salutation
Dear Mr./Ms. Last Name,

Body of Cover Letter
This part lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow up.

- First Paragraph
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

- Middle Paragraph
The next section should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

- Final Paragraph
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Complimentary Close
Respectfully yours,

Signature
Handwritten Signature (for a mailed letter)

Typed Signature

Resources:
"Cover Letter Format" by Alison Doyle. www.jobsearch.about.com/
"Cover Letter Tips" by Pat Kendall, NCRW. www.reslady.com/coverletters.html
"Tips For Writing Cover Letters" by Nathan Newberger. www.worktree.com/tb/CL_tips.cfm
"Cover Letter Writing Tips" www.accent-resume-writing.com/covertips/
"Cover Letter Tips" www.eresumes.com/cover-letter-tips.html
"Cover Letter Tips" www.how-to-write-a-resume.org/cover_letter_tips.htm