

Sample Letter following an interview

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*A follow-up letter should be written immediately after your interview- **no later than one week after.***

The letter gives you another opportunity to make a favorable impression or to emphasize qualifications or details omitted during the interview.

Keep it brief. E-mail letters are acceptable. Hand written letters are fine, if your hand writing is legible; otherwise, you should type it.

Be sure to spell the interviewer's name correctly.

If unsure, you can call the receptionist and say, "I am sending correspondence to Mr. Jones and need to confirm his job title and the spelling of his name."

December 1, 2005

Edward Jones, Director
Slayton Regional Development Center
2401 Broadway Avenue
Slayton, MN 34567

Dear Mr. Jones:

I want to thank you again for offering me the opportunity to interview for the planning internship position with the Slayton Regional Development Center. The projects your organization has on the drawing board are certainly impressive. If offered the internship position, I think I could be a real asset to your team.

It was great meeting all the staff members at the Slayton Regional Development Center and touring the facility. I really appreciate the time you spent in interviewing me for the planning internship position.

If you have any other questions that you would like to ask me, do not hesitate to call.

Thanks again!

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