

Post-Interview Communications

Showing gratitude demonstrates interest in the company and professionalism. Follow up with a thank you note within 48 hours. This is also a final chance to remind the interviewer of your skills, fit, and enthusiasm for the job and company.

At the close of an interview, the interviewer(s) may share that you will hear from them by a specific date. Sometimes that date will pass without any communication. It's appropriate to reach out with a polite inquiry. We advise waiting at least 3 – 5 business days after the specified date.



Two communication samples can be found below –

- A sample thank you note
- A sample inquiry regarding the outcome of the interview

Sample Thank You Note:

To: mjarian@UVW.com
From: jane.avatar963@gmail.com
Subject: Thank You! (*Jane Avatar likes exclamation points. Use whatever is comfortable for you.*)

Dear Mr. Jarian:

Thanks very much for taking time to discuss the internship with me. I enjoyed the conversation and continue to be very interested in this opportunity with UVW. I am confident my digital marketing experience, persuasive communication abilities, and initiative will add value to the company. Please do let me know if you have questions or need additional information from me. I look forward to our next interaction.

Sincerely,
Jane Avatar

Need additional thank you note inspiration? See [pages 124 & 125](#) in WHO Logic.

Sample Email If You Haven't Received Communication by a Specified Date:

(We typically advise waiting at least 3 – 5 days beyond the initial date indicated by the employer.)

To: mjarian@UVW.com
From: jane.avatar963@gmail.com
Subject: [insert job title] Follow Up

Hello Mr. Jarian,

I hope this message finds you well. I am reaching out to follow-up regarding my interview on [date] for [name of job title]. I continue to be very interested in this opportunity. I'm wondering if you can share an update on the decision timeline. I'm happy to forward any additional information or materials and look forward to hearing from you soon.

Sincerely,
Jane Avatar