

Ask the Career Coach

Written by Lisa Guard,
Career Coach



*What is the best way to follow up after an interview?
-Margaret*

Dear Margaret,

If you've had an interview and you're interested in the position, it's appropriate to inquire as to the next step in the hiring process. Asking if all candidates will be notified or when you may follow up is quite acceptable.

Additionally, a hand written thank you note to everyone you met during your interview will set you apart from other like candidates. This thank you note should be sent the same day or the next day at the latest and should be personalized to each contact, which is why it's important to get a business card from everyone you meet during your interview. Appropriate messages include it was your pleasure to meet them, you enjoyed learning about the organization/position, you appreciate the time they took with you, your interest in the position and your confidence in the likelihood of your success with their organization. You should indicate in closing that you're looking forward to the next step or to hearing from them soon.

These are all positive comments that will make you stand out.



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