

Job Interview Follow Up

You know the drill by now. You just finished up an interview and thought it went pretty well. What's the first thing you do once you get home? Why, you write that follow-up e-mail that you have so planned out in your head and---wait, you haven't been doing this?

Well if you haven't you need to get on it right away. The follow-up e-mail is one of the most important aspects of getting a job. It might not sound fair, but if you don't even write a simple "thank you" note to the job you interviewed at, it is very likely you won't even be considered for the job. Harsh, I know, but true. But like all things job-related, it's not as simple as this. The follow-up e-mail has to walk a very fine line between polite and desperate.

Yes, one of the worst things you can do with a job interview follow up e-mail is to come off as desperate. Of course, this is easier said than done, and what is desperate to one person might seem normal to another. So how should you go about writing this?

Well first of all, make sure it isn't too long. The last thing a possible employer wants to do is read a long-winded thank you e-mail. It may sound blunt, but it's a waste of time. They want to see that you acknowledged the time taken to interview you, but they don't want over-the-top gratitude or an additional heavy handed marketing message about how you would be the most excellent fit for the job. So keep it short and sweet. Something like this would be perfect:

To [Insert Interviewer's Name Here]:

I wanted to thank you for taking the time to interview me today. Everything you told me about the position sounds perfect for me, and I look forward to hearing back from you in the near future regarding this position.

Sincerely,

Your Name

See? Short, to the point, and polite. That's exactly what the not-for-profit you interviewed at wants to hear.

Finally, you should not send any more correspondence to the employer if they tell you not to call for updates on the job. If you really want to kill your chances of getting the job of your dreams, there is no better way than bombarding the organization with e-mails. It's sort of like dating that way; you don't want to come off as too aggressive or it will seriously turn off the prospective employer.