

After the interview

After you have interviewed for a position, there are some things to do that may improve your chances.

Send a Follow-up thank you note within 24 hours

This shows that you are serious about their organization and will set you apart from many who neglect to do so. By taking the time to email or write a handwritten letter thanking them for taking their time to meet with you. Summarize specific qualities you have and let them know you look forward in speaking with them further about employment.

Sample Thank you

Dear {Interviewee's Name}

Thank you for taking the time to talk with me on Thursday, November 9, at the interview for {list specifics of position and company}. I appreciate your time and attention and after talking with you, I am even more interested in becoming a valuable team member at {company's name}.

You were extremely helpful in explaining {list position}. Now that I have a better idea of what the position entails, I am even more certain that I would be an asset to your team and to {company's name}.

My solid education from the IU Kokomo Communication Department, and the fact that I have worked my way through college, show the work ethic and determination you said were important to be successful at {company's name}.

I look forward to an opportunity to work with {company's name} office and speak to you further about the program. I will contact you next week to follow up and provide you with any further information that you may need.

Thank you again for your time and consideration.

Sincerely,

{Your name}

The Stall Letter

There may be situations that you will need time to figure out whether a job is a good fit, or have more than one position to accept or decline. The stall letter is a good tool to have in this case. In the introduction, refer to the job offer or event that is prompting the letter. In the second paragraph, state your continued interest in the position but request more time to gather further information, or to consider all alternatives and opportunities in order to make the best choice for the position and the company, as well as yourself. Give a specific time extension request. If you need 24 hours, for example, ask for that. Ask for the minimal amount of time in order to make your decision. Remember, this is a request, and does not guarantee that the employer will accept it, and be prepared for the possibility that they will not grant the time and choose another candidate. In the conclusion, thank them for their time and understanding, and indicate when you will contact them to discuss the terms of the possible extension.

Sample Stall Letter

Dear {name of person that offered the position}:

This letter is in reference to {list company name} and your offer of {list the position}.

I would like to take this opportunity to thank you for the opportunity, and express my continued interest in the position. At this time I would like to request {__hours} to gather some vital information in order to be completely confident that I am making the best and most informed decision possible. I want to ensure, for all parties involved, that I have considered all options and alternatives to be certain that my acceptance of this {list position} is the correct course of action for us both.

I appreciate your understanding and valuable time, and look forward to speaking with you at your earliest convenience today so that we may discuss the terms of my request.

Sincerely,

{Your Name}

Acceptance of a Job Offer Letter

Responding in writing to a job offer shows courtesy and is expected. It reduces the chance of any misunderstanding that verbal acceptances do not. In the **first paragraph**, thank the employer for offering the specific position title, and say that you are happy to accept it. In the **second paragraph**, state the terms of employment (salary, location, and start date). Emphasize any negotiations of terms that were unusual or non-standard if there were any. In the **last paragraph**, thank the employer sincerely for the opportunity and express your excitement to join their organization and be a valuable asset to them.

Sample Job Offer Acceptance Letter

Dear {person who offered position}:

I am happy to have the opportunity to accept the position of {list title}.

The following terms of the position, as I understood them, include a salary of {list salary/rate of pay}, at {List location}, and to begin employment on {list date}. As we discussed, instead of the typical work week, we agreed to the addition of evening and weekend hours during the probationary period, with a return to usual business hours after 90 days. We also agreed to a company vehicle provision for any off site training and appointments during the course of my employment.

I truly look forward to becoming a valued member of your team, and I am anticipating a productive and positive professional relationship with {list company}.

*Sincerely,
{Your Name}*

Decline or Withdrawing from Consideration Letter

There may be times that you wish to decline or remove yourself from consideration from a position. Doing this on a positive and respectful note decreases the chance that future opportunities will be missed; either as a future employee or possible professional contact with the firm. Thank the employer for the opportunity, but decline it based on your reasons. Be sure to specifically name the person that was in charge of the hiring process. If the decline is due to a term that was offered, be specific; the firm could always choose to negotiate that term to better suit your situation.

Date

Dear {List person}:

*Thank you very much for offering me the {list position}. After careful consideration, I regret that I must decline your offer. Although you were most encouraging in outlining future advancement possibilities within ABC Company, {I have accepted another opportunity that is more in line with my skills and career goals.} **or** {I found {list the term} to be out of line with my needs and goals.}*

I enjoyed meeting you and the rest of your team. You have been most kind and gracious throughout the interview process, and I only wish that circumstances allowed me to accept your offer.

Best wishes for your continued success.

*Sincerely,
{Your Name}*