

Future Ready Agenda

1. Log into your computer

2. **Follow-up Letter**

After an interview, applicants should send the interviewer a follow-up letter.

A follow-up letter shows the applicant's courtesy and emphasizes the applicant's qualifications. This puts the applicant at an advantage.

The follow-up letter should be sent within 24 hours of the interview. A follow-up letter typically includes these three paragraphs:

- The first paragraph, thank the employer for the interview. It states the job opening and the place and date of the interview. The first paragraph should also restate the applicant's interest in the job.
- The second paragraph emphasizes why the applicant is the right person for the job. To do this, the applicant may highlight the applicant's strongest qualifications. The applicant may also comment on something specific that was of interest to the interviewer. And any new information that would increase the applicant's chances of getting the job may be presented.
- The third paragraph thanks the interviewer again. It also ends the letter on a positive note.