

Interview Follow-up Suggestions

- Keep track of the employers and individuals you meet. Collect business cards if available.
- Write a **thank you** note/letter to the recruiter(s) you met. Include a more targeted résumé, application, and if requested, any additional information (i.e. transcripts, references). Thank you letters can be sent by email or postal mail.
- Contact the employer two weeks after the interview to further express your interest and determine if they may need any additional information and/or application materials. Confirm what additional application materials may be necessary.
- Immediately after the interview, reflect or write down how your interview went for you – take note of your strengths and things to improve on for your next interviews.
- Inform the Career Services Office of any employment offers and any follow up that may be needed by the employer. SCEP agreements will need to be signed by the NMHU Director of Career Services, Ron Garcia. Also, please complete a Internship Confirmation Form to document your placement.

Why should I send a thank you letter?

Statistics show that only 33% of interviewees send thank-you notes after an interview. Use this as an opportunity to mention anything you may have forgotten to in the interview, thank the interviewer one more time, and express your level of interest in the position. Sending a thank you note can mean the difference between receiving a job offer or not.

A thank you letter may read

"I enjoyed the opportunity to meet with you yesterday and would be delighted to teach at Lexington Middle School. As I arrived, I noticed the cleanliness of the building and grounds, which indicates to me that the students and staff care about the school.

I appreciate your desire to hire teachers who are willing to spend extra time with the students before and/or after school. As we discussed, I share your commitment to the students and will provide an "open door" for students and parents. I was also pleased by your personal philosophy of encouraging teachers to try new and creative instructional methods. Through my student teaching and summer day camp experience, I have utilized several methods I learned from my education and am already planning other ideas to implement as a first year teacher.

Meeting with you confirmed my interest in working for the Lexington Schools as a teacher and a coach or club supervisor. I believe my credentials, documented through my application, resume, and reference letters, meet your expectations for this teaching position. Thank you for your time; I look forward to hearing from you again."

Remember...

- This short letter may distinguish you from the competition.
- Keep accurate record of your correspondence and contact with school personnel.
- Mail your material in a large envelope so you do not fold your paperwork.