



# Maricopa County Human Services Department

## News Release

**Workforce Development**  
234 N. Central Avenue  
Phoenix, AZ 85004  
Phone: 602-506-5911  
Fax: 602-506-8789  
[maricopaworkforceconnection.com](http://maricopaworkforceconnection.com)

For additional information: Allie Masters - 602.506.4888  
September 4, 2006

## **FOR IMMEDIATE RELEASE**

### **FOLLOW UP AFTER AN INTERVIEW**

Following up an interview with a thank you note is more than courtesy. It increases your chances of a job offer!

For maximum benefit, a letter must be timely, well-crafted and personalized. It has the potential to set you apart from the other candidates. Send the letter or personalized thank you note within 24 hours of the interview.

Personalizing the note or letter is imperative. Obtain the names of all who participated in the interview. If necessary, stop at the receptionist's desk to verify names and titles. Write to each individual who interviewed you, personalizing each one – they may compare notes.

The first paragraph should express appreciation for the interviewer's time. In the second paragraph, reinforce how your qualifications are well-suited for the position being careful not to simply restate your resume. You may prefer to mention something relating to the position or the company that impressed you during the interview.

In the final paragraph you should restate your interest in the position and that you are looking forward to hearing back in the near future. Brevity is essential; do not reiterate your resume.

Following up via phone within a week of sending the letter will help set you apart from the crowd.

To locate jobs, discover a new career, or gather information and support while conducting your job search, visit one of the Maricopa Workforce Connections (MWC) Career Centers. In the East Valley, the MWC Career Center is located at 735 N. Gilbert Road (corner of Guadalupe and Gilbert Roads) in Gilbert. For additional information, call 480-497-0350 or visit [www.maricopaworkforceconnection.com](http://www.maricopaworkforceconnection.com).

261 words

- ### -