JOB SEARCH RESOURCES - STAGE TWO

- Positive traits for the workplace
- How to network in LinkedIn
- Research employers
- Website research of careers, industries and jobs
- Career worksheet
- How to create a career plan
- Career Fair questions
- Online meeting etiquette
- Self-introduction
- Interview questions
- Thank you notes

MQE Career Services prepares students with workplace readiness skills, helps them to determine their career path, and supports them in developing their professional networks through services, resources and events in their pursuit of meaningful careers.
50 Positive character traits for the workplace

1. Adventurous: I take risks.
2. Ambitious: I am driven to succeed.
3. Approachable: I work well with others.
4. Articulate: I can express myself well in front of groups.
5. Autonomous: I use initiative.
7. Charismatic: I can be a leader when need be.
8. Cheerful: I develop a positive work environment.
11. Confident: I am not afraid to ask questions.
12. Cooperative: I get along well in a team setting.
14. Creative: I think outside the box.
15. Curiosity: I am eager to learn.
17. Devoted: I am committed to the company’s success.
18. Diligent: I always work my hardest.
20. Educated: I possess formal training.
21. Efficient: I have very quick turnover time.
22. Eloquent: I have strong communication skills.
23. Energetic: I am able to work long and hard hours.
24. Enthusiastic: I put my all into every project.
25. Flexible: I am able to adapt my priorities.
27. Friendly: I am easy to work with.
29. Imaginative: I am inventive in my work process.
30. Independent: I need little direction.
31. Inexperienced: I am a blank pallet.
32. Inquisitive: I am excellent at gathering information.
33. Insightful: I can read between the lines.
34. Intuitive: I can sense when there is a problem.
35. Meticulous: I pay attention to the small details.
36. Neurotic: I am a perfectionist.
37. Open-minded: I take constructive criticism well.
38. Opinionated: I am comfortable voicing opinions.
40. Patient: I am not easily ruffled.
41. Perceptive: I can read people effortlessly.
42. Persuasive: I am a natural salesperson.
43. Procedural: I work best with structure.
44. Punctual: I have great time management skills.
45. Quiet: I am a great listener.
46. Relaxed: I do not stress easily.
47. Resourceful: I use every tool at hand.
48. Responsible: I always finish a task on time.
49. Talkative: I am comfortable initiating a dialogue.
50. Technological: I am industrially savvy.
How to Network on LinkedIn

Get connected and get your career going.

100% complete = 40x more opportunities.
Building connections starts with people seeing all you have to offer. Members with complete profiles are 40x more likely to receive opportunities through LinkedIn.

You’re more experienced than you think.
Think broadly about all your experience, including summer jobs, unpaid internships, volunteer work, and student organizations. You never know what might catch someone’s eye.

Use your inbox.
Networking doesn’t mean reaching out cold to strangers. Start building your LinkedIn network by uploading your online address book (from your email account) and connecting to people you know and trust.

Get personal.
As you build your connections, customize your requests with a friendly note and, if necessary, a reminder of where you met, who you met through, or what organization you have in common.

Join the “In” crowd.
LinkedIn Groups can help you form new connections. Start with your school groups and reach out to alumni (they love to connect with students). Find volunteer organizations and associations you belong to.
Lend a (virtual) hand.
As you build connections, think about how you can support others. Comment on a classmate's status update or forward a job listing to a friend – your generosity will be returned!

Request informational interviews.
As a student, don’t ask professional contacts for a job. Instead, ask for a brief phone conversation to seek their job search advice. Alumni, family friends, and industry leaders are often willing to do so.

Update your status early and often.
Networking isn’t just about who you know; it’s about who knows you. Stay on your network’s radar by updating your LinkedIn status regularly – what you’re reading, working on, and more.

Do your homework.
Before an informational interview, a formal interview, or a networking event, use LinkedIn’s Advanced Search and Company Pages to learn about the background and interests of the people you’re meeting.

Step away from the computer!
Support your online networking with a real human touch. Set up calls, attend live events, and send snail mail notes to people you interact with on LinkedIn.

Network on LinkedIn.
Get going at www.linkedin.com

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RESEARCHING EMPLOYERS

Research before making initial contact. Research before the interview. Research before accepting a job offer. Knowledge is power.

What you should know before sending your résumé or having an interview:

• Company’s industry
• What the company does
• Who some major clients are
• The names of some of the company’s executives, i.e. CEO, President, etc
• Who is in charge of hiring for the position you are seeking

It is not unusual to be asked the question, “What do you know about us?” during an interview.

Where to start looking:

• Check the employer’s website! Read their history, mission statement, and press releases.
• Read employer information in Handshake: go to my.pitt.edu > Handshake > “Jobs” tab > Employers
• Utilize the Career Center’s website resources: www.careers.pitt.edu
• Participate in a Panther Shadow with the Career Center. This job shadowing event gives you a tour of a company and introduces you to a typical day of the people of the organization. This provides you with exposure to an organization and valuable insight into a specific career path. Find upcoming events and RSVP in Handshake > Events
• Check the Better Business Bureau, which gives ratings on all businesses in the U.S.: www.bbb.org
• LinkedIn: A great online resource to learn about companies. See who works for those companies and connect with them today by creating your own profile: www.linkedin.com. You can also connect with Pitt alums via www.linkedin.com/Alumni
• Facebook: Many companies have Facebook pages, “Like” a company and receive their updates.
• Vault: This site is full of resources for the job/internship seeker. They give ratings of the top businesses to work at and the top internship programs in the U.S.. They also provide career advice, tips on industries, resumes, interviewing, and company profiles: www.vault.com
• Glassdoor.com Company Reviews: www.glassdoor.com
• Contains company reviews, ratings, company information, salaries, CEO approval rating, competitors, content providers, and more company information. Users can find and anonymously share real-time reviews, ratings and salary details about specific jobs for specific employers.
• Charity Navigator: (Ratings of Non-profit organizations) www.charitynavigator.org
• America’s largest and most influential non-profit evaluator. The rating criteria entails financial health of the business, accountability & transparency in their work and the tangible results of their organization.
List of Websites for Researching Careers, Industries & Jobs, Prepared June 2020

- Muse U - career advice, job postings, email classes and videos
- Occupational Outlook Handbook - US Department of Labor's occupation guide
- Wetfeet - free career articles available through Handshake
- O*NET - skills, abilities, and knowledge needed for occupations
- IBISWorld - industry and market information
- BCC Research - industry and market information
- Industries at a Glance - overview of over 100 industry profiles (Bureau of Labor and Statistics)
- Reference USA – database of companies
- OneSource – database of companies
- LinkedIn Company Pages - company information and building out your list of target companies
- The Muse – insider information about companies
- Glassdoor – insider information about companies
- Google Alerts – set alerts for specific companies or jobs
- #Morethancode Job Board – job search for civic technology work
- Jopwell – job search for Black, Latinx, and Native American students and professionals
- Sloan Career Cornerstone - occupational searching by academic degree
- Career Research Center - popular careers
- Collegegrad.com - different types of jobs
- Inside Jobs – career opportunities and paths
- Riley Guide - job search
- Hoovers.com - database of 12 million companies
- eFinancial Careers - business and the financial sectors
- Idealist – jobs in nonprofit and international development sectors
- BCC Research – search professional organizations
- IBIS World – search professional organizations
Career conversation worksheet

Use the GROW model (developed by Graham Alexander, Alan Fine, and Sir John Whitmore) to guide your career conversations with your team members.

**Goal: What do you want?**
Establish what the team member really wants to achieve with their career.

Sample questions to ask:
- "Where do you see yourself in one, five, and ten years?"
- "If money or your current skills weren’t an issue, what would be your dream role?"
- "What are your interests, values, and motivations?"

**Reality: What’s happening now?**
Establish the team member’s understanding of their current role and skills.

Sample questions to ask:
- "What are the most rewarding or frustrating aspects of your current role?"
- "Do you feel challenged or stretched in your current role? What would make it more challenging? What isn’t challenging you?"
- "What feedback have you received from other people on your strengths and weaknesses?"

**Options: What could you do?**
Generate multiple options for closing the gap from goal to reality.

Sample questions to ask:
- "What can you do right now to further develop skills that would be useful in reaching that goal we talked about earlier?"
- "What stretch assignments, big projects, or experiences could you pursue?"
- "What networking or mentorship options are there?"
Will: What will you do?
Identify achievable steps to move from reality to goal.

Sample questions to ask:
- “What will you do? By when?”
- “What resources would be useful? What skills will help you get there?”
- “What advocacy would help? How can I or our team leader provide more support towards your development?”
8 Steps to an Effective Career Plan, https://capd.mit.edu/

**Identify Your Career Options.** Develop a refined list of career options by examining your interests, skills, and values through self-assessment. Narrow your career options by reviewing career information, researching companies, and talking to professionals in the field. You can further narrow your list when you take part in experiences such as shadowing, volunteering, and internships. MIT students can log in to access MyPlan, an online self-assessment tool offered through our office, can be a useful starting point.

**Prioritize.** It’s not enough to list options. You have to prioritize. What are your top skills? What interests you the most? What’s most important to you? Whether it's intellectually challenging work, family-friendly benefits, the right location or a big paycheck, it helps to know what matters to you -- and what's a deal-breaker. We provide skills and values assessments -- set up an appointment with a Career Advisor to take advantage of this service.

**Make Comparisons.** Compare your most promising career options against your list of prioritized skills, interests and values.

**Consider Other Factors.** You should consider factors beyond personal preferences. What is the current demand for this field? If the demand is low or entry is difficult, are you comfortable with risk? What qualifications are required to enter the field? Will it require additional education or training? How will selecting this option affect you and others in your life? Gather advice from friends, colleagues, and family members. Consider potential outcomes and barriers for each of your final options.

**Make a Choice.** Choose the career paths that are best for you. How many paths you choose depends upon your situation and comfort level. If you’re early in your planning, then identifying multiple options may be best. You may want several paths to increase the number of potential opportunities. Conversely, narrowing to one or two options may better focus your job search or graduate school applications.

**Set "SMART" Goals.** Now that you’ve identified your career options, develop an action plan to implement this decision. Identify specific, time-bound goals and steps to accomplish your plan. Set short-term goals (to be achieved in one year or less) and long-term goals (to be achieved in one to five years).
- **Specific** -- Identify your goal clearly and specifically.
- **Measureable** -- Include clear criteria to determine progress and accomplishment.
- **Attainable** -- The goal should have a 50 percent or greater chance of success.
- **Relevant** -- The goal is important and relevant to you.
- **Time bound** -- Commit to a specific timeframe.

**Create Your Career Action Plan.** It’s important to be realistic about expectations and timelines. Write down specific action steps to take to achieve your goals and help yourself stay organized. Check them off as you complete them, but feel free to amend your career action plan as needed. Your goals and priorities may change, and that’s perfectly okay.

**Meet with a Career Advisor.**
Be prepared to ask and be asked questions at a career fair by reviewing the following:

Questions Recruiters May Ask at Career Fairs:

1. Tell me about yourself.
2. Why did you choose your major?
3. What are your long and short term goals? How are you preparing to achieve them?
4. What motivates you?
5. How do you work under pressure? (Give example)
6. What are three of your strengths and weaknesses?
7. What failures have you experienced? What have you learned from your mistakes?
8. Are you a team player or an individualist? (Give examples)
9. How did you become interested in this field/industry?
10. Why did you select the University of Pittsburgh?
11. If you could do it all over again, how would you plan your academic studies differently?
12. How do you determine or evaluate success?
13. Do you have plans for continued study? An advanced degree?
14. Tell me about a recent problem you encountered and how you solved it.
15. What, if any, extracurricular activities have you participated in? What did you learn from them?
16. Tell me about any leadership responsibilities you’ve had.
17. What do you know about our organization?
18. Why did you decide to seek a position with us?
19. Describe the ideal job for you following graduation.
20. What other fields/organizations are you interviewing with?
21. What do you see as the biggest challenge currently facing organizations such as ours?
22. What are the most important rewards you expect in your career?
23. What two or three things are important to you in your job?
24. Do you have a geographic preference? Why?
Questions to Ask Recruiters at Career Fairs:

1. What kinds of skills and experience do you look for in the employees you hire?
2. What are the characteristics of your most successful employees?
3. Which courses or experiences do you suggest to be a successful candidate?
4. What kind of entry-level positions (or internships) exist within your organization?
5. Does your company hire on a continual basis or just at certain times of the year?
6. How long does the hiring process take? What does it consist of?
7. What percent of applicants are eventually hired? What is the retention rate?
8. What can a typical employee hired in your division expect to be doing 2, 5, or 10 years after hiring?
9. What is your organization’s culture like?
10. Are there opportunities for ongoing training through your organization?
11. How does this position (the one that you’re seeking) fit into the overall structure of the company?

Be sure to use your judgment on pursuing certain questions with certain recruiters.

Questions Your Should Not ask Recruiters at Career Fairs:

1. What do you have for me?
2. What do you pay? How many weeks of vacation do you give? (These questions will come up in the interview process).
3. I’ve never heard of you, what do you do?
HOW TO WORK A JOB FAIR

STEP ONE: BEFORE THE JOB FAIR
1. Resume – Be sure it looks good, is easy to read, and free of mistakes. Have it reviewed during drop-ins in the Career Development Office. Print out at least 10 clean copies to bring to the fair.
2. Research – Download the Pitt Career Fair+ App to find out what employers will be at the fair. Focus on your top 5-7 employers and research them. Knowing something about the employers shows interest and gives a good starting point for conversations.
3. Prepare a 1-minute introduction about yourself in advance – you want to tell the employer your name, your major, your career interests and your skills and abilities and why you are coming to the company’s table.
4. Pick out your clothes/shoes ahead of time – don’t throw an outfit together the morning of the event.

STEP TWO: DURING THE JOB FAIR
1. Arrive early. This will give you a chance to avoid long lines and get comfortable with the set-up of the room(s).
2. Before you speak with any employers, walk around the entire area and get a feel for the layout and where each employer is located. Keep mental notes of who you are interested in speaking with.
3. When you are ready to go up to an employer make sure you’re the first to speak. Shake hands, make eye contact, smile and giving your one minute introduction.
4. Be ready for the question – “What are you interested in – what are you looking for?” The key is having SOME direction.
5. Have questions about the companies prepared ahead of time. This shows that you have done your homework and are interested in the company.
6. Close the conversation thanking them for their time and information and indicate you look forward to hearing from them.
7. Always get a business card if they have one with them. Some recruiters purposely do not bring business cards because they want you to go to their company’s website. If this is the case, ask for their email and write it down!

STEP THREE: AFTER THE JOB FAIR
The key is to follow-up.
1. Send a thank you letter or email the day after the fair if you made a good connection.
2. Create a contact database with the contact information for all the recruiters you met. You may need it someday.
Use nonverbal means to indicate you would like to speak.

Use the hand-up feature, icons or raise your hand!

Arrive on time if not a little early.

Test your audio on arrival.

Introduce yourself and say hello!

Try the tools you’re going to be using prior to the meeting.

Be engaged: remove distractions.

Ask questions and give feedback in the chat channel.

Don’t repeat items in the chat: like or upvote instead.

Close down extra tabs unless necessary.

Turn off notification sounds for support channels, phone, etc.

Shut down other devices taking up bandwidth if possible.

Use a headset or earphones to minimize background noise.

Engage with polls and exercises - you get out what you put in!

When speaking, do so slowly and clearly.

Smile and nod! Let the speaker know you are listening.

Be conscious of time - practice brevity.

Avoid interrupting when someone is speaking.
SELF-INTRODUCTION

An “elevator pitch” is a 30-second speech that summarizes who you are, what you do, and why you would be a perfect candidate for a company or organization. A well-crafted self-introduction or elevator pitch is great for networking events, career fairs, and interviews.

Tips: A good pitch answers the following questions:

1. Who are you?
2. What do you do?
3. What are you looking for?

If you can answer the above questions in 15 seconds, be prepared to spend the next 15 seconds giving details about your unique/special skills or specific ways you can help a potential employer.

30-Second Self-Introduction: Internship Version

Hello, my name is ____________ and I am a ___________(year) majoring in ______________. I have experience in __________, __________, and  __________. I am interested in using these skills in an internship in order to learn more about_____________________ I am particularly interested in (XYZ Company) because __________________________.

30-Second Self-Introduction: Undecided Major Version

Hello, my name is ____________ and I am a __________(year) deciding on a major. I am researching opportunities that would use my interests, skills and experience in __________. __________ and __________. This past year I was employed with ________________ where I was involved with _________________. I am interested in learning more about (XYZ Company) and the types of positions that you hire.
30-Second Self-Introduction: General

Hi! I’m __________ (name) and I am a __________(year) _____________ (major) at the University of Pittsburgh. I possess excellent __________, ___________ and ____________ skills (skills 1, 2, and 3). I am interested in utilizing these skills as a ____________________________ (future career goal).

How to Conclude:
End your introduction by asking for contact information in order to build a professional relationship.

Example: “Hello, my name is __________. I am a (class and major). Upon graduation I want to work in or at _______________ (industry/company) where I can use my _________(skills/experiences). I’ve had the opportunity to help XYZ CO. or XYZ organization __________.” (Show how you’ve helped and results).
SAMPLE INTERVIEW QUESTIONS

TRADITIONAL QUESTIONS:
• Tell me about yourself.
• What can you offer us?
• Why did you choose to attend the University of Pittsburgh?
• How does your college education (or work experience) relate to this job?
• What are your strengths and weaknesses?
• What motivates you in a job?
• What accomplishment has given you the most satisfaction? Why?
• Where do you see yourself in 5 years? In 10 years?
• What type of personality is the most difficult to get along with?
• What do you enjoy doing in your free time?

RESUME QUESTIONS:
• What were your responsibilities when you worked at _____?
• What job-related skills have you developed?
• What did you enjoy most from your job/internship? Least?
• How did you choose the student organizations in which you participated? What did you learn from your activities?
• Which of your accomplishments have given you the most satisfaction? Why?
• What work experience has been the most valuable to you and why?

INTEREST IN THE JOB:
• Why do you think you would like to work for this company/organization?
• Will you relocate? Are you willing to travel?
• What interests you the most about this job?
• How familiar are you with the community in which our company is located?

ADDITIONAL:
• Why should I hire you?
• In what ways do you think you could make a contribution to our company/organization?
• What do you think your professors or supervisors would say about you as a student or employee if we asked them?
QUESTIONS FOR YOU TO ASK AT THE END OF THE INTERVIEW:

• What is a typical day like for someone in this position?
• How do you define success here?
• What kinds of opportunities are there for professional development here?
• How would you describe the organizational culture of this company?
• What impact does (a recent event that you learned from your company research) have on this position? This department? The company/organization?
• How and when would my performance be evaluated?
• What is the next step in your search process?

WHAT IS BEHAVIORAL INTERVIEWING?

The interviewer will ask questions related to specific situations, which require you to give an example of how you handled that situation. The focus is on what you did in the past. If employers can learn how you handled situations in the past, they can be fairly certain of how you will handle similar situations in the future.

When answering behavioral questions, draw on all of your experiences – in the classroom, at your internship, your summer or part-time jobs. It may be helpful to use the STAR technique when answering behavioral questions. Also consider the skills that the employer will be looking for and have some stories in mind that you can use when answering questions related to those skills.

S: Situation – describe the situation you faced
T: Task – tell the interviewer about the task you had to accomplish
A: Action – describe the action you took to accomplish that task
R: Result – talk about the final results of your actions

SAMPLE BEHAVIORAL QUESTIONS:

• Tell me about a time when you had to work as part of a team. What was your role?
• How do you handle conflict? Provide an example.
• Tell me about the biggest decision you have ever had to make. What steps did you take to arrive at your decision?
• Describe a situation in which you had to stand up for a decision you made, even though it made you unpopular.
• Describe a situation that best illustrates your leadership ability.
• Tell me about a time when you were working in a group and someone
• Describe a situation where you had a major role in organizing and planning an important event. How did you go about it?
• Give me an example of a time when you tried to accomplish a goal and failed.
• Tell me about a time when you missed an obvious solution to a problem.
• Describe a time when you anticipated potential problems and developed preventative measures.
• Describe one of the toughest competitive situations you have faced and how you handled it.
• Describe a situation in which you were criticized, and how you responded.
• What idea have you developed and implemented that was particularly creative or innovative?
THANK YOU NOTES

Sending a thank-you note after an interview or networking event helps you stand out, strengthen your candidacy, and solidify that impression you made.

FIVE STEPS TO A MEMORABLE THANK YOU NOTE

1. It is acceptable to send a thank you note via email or postal mail, but make sure to keep it professional.
2. Thank you notes should be sent within 24-48 hours of the interview. If you know that they will be making first-round decisions the same day, send a shortened version via email within a couple hours of your interview. For with an alum or other contact you met at a networking event, send your note within 3-5 days of your conversation.
3. In your note, make sure you mention the specific position for which you interviewed and highlight a particular part of the conversation to help with recall. Particularly, you could bring up a topic that piqued your interest or a topic that the two of you shared in common.
4. Reaffirm your interest and rearticulate your strengths and experiences.
5. Express your willingness to provide supplementary information if necessary, such as references. If anything was requested during your interview, include that information with the note.

Dear Ms. Johnson:

Thank you for the opportunity to meet with you this afternoon about the sales position at COMPANY A. After discussing the opening and the organization with you, I am convinced that I am a good fit for COMPANY A.

You mentioned that COMPANY A is a large international company that expects its sales people to be aggressive and independent. These are qualities I acquired by operating my own campus transportation service at the University of Pittsburgh.

In addition, I was a sales intern at COMPANY B, a multinational company specializing in wireless communication products. My responsibilities included researching the needs of potential clients and assisting sales representatives during their field calls. The experience made me want to pursue a professional sales career and taught me the importance of goal-setting and interpersonal skills.

Again, thank you for your time. I can be contacted at XXX-XXX-XXXX or jaw896@pitt.edu. I look forward to hearing from you soon.

Sincerely,

Dear Mr./Ms. Last Name:

Thank you for taking the time out of your busy schedule to talk to me about the Senior Programmer Analyst position with XXX Company. I appreciate your time and consideration in interviewing me for this position.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position.

In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (555) 111-1111.

Thank you again for your time and consideration.

Sincerely,
A job interview gives you the chance to position yourself as a strong candidate for the role. Writing a thank-you letter after the interview allows you to continue to make a good impression on the potential employer. When you review what to include in your note, you can write a strong letter that makes an impact on the hiring team. In this article, we discuss what to include in a post-interview thank-you letter and provide samples to help you get started.

Why is it important to write a thank-you letter after an interview?
When you write a thank-you note after an interview, you gain yet another opportunity to influence your potential employer’s decision. If you write a thank-you note, you can reiterate your interest in and qualifications for the position. Although you can mail a thank-you letter to your interviewer, it's best to email within 24 hours of the interview instead. When you email, you can connect with the hiring team much more quickly and influence their decision before they complete the hiring process.

What to include in a thank-you letter after an interview
To make your thank-you note as effective as possible, make sure to use a few standard elements. Most thank-you notes have the following features.

- Subject line
- Personalized greeting
- Note of appreciation
- Recap of your qualifications
- Prompt to take the next step
- Contact information

Subject line
If you email your thank-you note, you need a subject line that easily conveys your message. A short and straightforward subject line like “Thank you for your time” can work for most post-interview thank-you notes. If you plan to write a more informal message, try something like “Great to meet you today.”

Personalized greeting
Rather than starting to type your message right away, always begin thank-you emails with a salutation. “Hello [Interviewer name]” or “Dear [Interviewer name]” is ideal for most thank-you notes. Remember to use the name that your interviewer provided when you met, which may be a first name or a title.

Note of appreciation
When you begin writing the body of the message, start with an expression of your gratitude. Thank the interviewer for taking the time to meet with you. Include the job title here for clarity, as many hiring managers may be considering candidates for multiple positions at once. For example, you can state, “Thank you for taking the time to discuss the marketing manager position with me today.”

Recap of your qualifications
Next, provide a short recap of your experience and background. The interviewer should already be aware of these qualifications after reading your resume and meeting with you, so this section should be brief. Connect your qualifications to the position and its unique requirements to express why you are such a strong candidate for the job. For example, you can write, “My social media and search engine marketing expertise would make me an excellent candidate for this marketing role.”

Prompt to take the next step
To close the thank-you note, encourage the hiring manager to take the next step in the hiring process. Reference what you learned during the interview to complete this section since you may need to provide references or complete a second interview to get the job. For example, you can write, “Please don’t hesitate to contact me to arrange a follow-up interview.”

Contact information
Finally, provide your contact information. The interviewer should already have these details on file, but listing them in your
email can make it easier for the hiring team to contact you for additional steps. Include both your email address and phone number below your closing to streamline the hiring process.

Thank-you letter after interview examples
Reading examples can help you see how to write an effective thank-you letter. Use one of the four samples below as a guide when writing your own thank-you letter:

- Short thank-you note
- Detailed thank-you note
- Informal thank-you note
- Formal thank-you letter

Short thank-you note
This brief thank-you note includes all of the essentials in a straightforward manner:

Subject line: Thanks for meeting with me

Hello Pat,

Thanks again for taking the time to meet with me yesterday afternoon. I enjoyed our conversation about the marketing manager position and appreciated learning more about working with the marketing team.

It sounds like a rewarding role, especially given the opportunities for collaboration and advancement. I think my master's in marketing and marketing experience would make me an excellent candidate for the role.

I look forward to discussing this opportunity with you more. Please don't hesitate to contact me if you need additional information about my references.

Thank you,
Hannah Lee
hannah.lee@email.com
222-555-7777

Detailed thank-you note
If you want to add more information to what you discussed during the interview, consider sending a more detailed thank-you letter.

Subject line: Thank you for meeting with me

Hello Pat,

Thank you for taking the time to interview me this morning. I enjoyed our conversation about the marketing manager position and appreciated learning more about how the role works. The way the marketing and advertising teams work together sounds ideal for reaching goals and optimizing performance.

The Marketing Manager position sounds like a rewarding role, especially given the opportunities for leadership and advancement. I think my master's in marketing from Edison University and more than seven years of experience leading marketing teams would make me an excellent candidate for this position.

I look forward to discussing this opportunity with you more. Please don't hesitate to contact me to arrange a follow-up interview.

Thank you,
Hannah Lee
hannah.lee@email.com
222-555-7777
Informal thank-you note
If you apply for a job in an industry that prioritizes casual communication, an informal thank-you note may be appropriate.

Subject line: Great to meet you

Hi Pat,

Thanks again for taking the time to talk with me earlier today. Our conversation about the Marketing Manager position was inspiring, and it was fantastic to learn more about the role.

The job sounds exciting, and I think I would be an ideal candidate, thanks to my master’s degree and years of experience in the field.

Please contact me if you want to discuss further. Thanks again for the opportunity.

Thanks,
Hannah Lee
hannah.lee@email.com
222-555-7777

Formal thank-you letter
When you apply for a role in an industry that relies on more official interactions, plan to send a formal thank-you letter.

Subject line: Thank you for the interview

Dear Dr. Chen,

Thank you for taking the time to speak with me about the Marketing Manager position this morning. It was inspiring to have such an insightful conversation about marketing metrics, and it was a pleasure to learn more about your insight into the industry.

The details you shared about the position and future goals for the marketing team convinced me that the role would be an ideal match for my qualifications. I believe that my Master of Science in Marketing from Edison University and seven years of experience as a marketing specialist would allow me to make a valuable contribution to the department.

I appreciate your consideration for this position. Please don’t hesitate to contact me to discuss this role further.

Thank you,
Hannah Lee
hannah.lee@email.com
222-555-7777