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Thank you email after internship interview

Today's interview process isn't the same one your parents went through. It isn't uncommon to conduct interviews via video conferencing or to rely on the internet for finding job openings or to submit a resume. Even social media accounts and personal websites are powerful tools for job seekers as they indicate a job candidate's understanding of personal branding. Although the method in which jobs are acquired has changed, the importance of expressing gratitude to the people conducting the interview hasn't. Thank you notes don't need to be handwritten to make an impact. They can be drafted on the computer and sent via email. 1. Get a Business Card from Each Person Conducting the Interview Before leaving the room, ask that everyone provide you with their business card so you can keep in touch. Doing so allows you to address each person individually and by first and last name. For the sake of not being too casual, you'll be able to type Mr. or Ms. and their surname as opposed to only their first name. The benefit of writing separate emails to each person you interviewed with is that if they were to leave the company and seek employees in their new position, your gesture of gratitude would stand out. It also shows professionalism because it appears as though you've taken time out of your day to draft a personal response to each person who sat through the interview with you. It's a way to continue to make a good impression long after the interviewing process has concluded. Sarawutnam / Getty Images Skip to content An internship provides an opportunity to get hands-on experience in a line of work you want to pursue as a career path. While it's vital to make a good impression during the interview process, what you do after the interview is important as well. Follow up your initial meeting with a mature and professional approach to establish yourself as a responsible and reliable prospect. Immediately following your internship interview, write a letter of thanks to the individual who interviewed you. Reiterate your interest in the internship opportunity, and thank the interviewer for her time. If there is anything you wish you had mentioned during the interview, or information you forgot to provide, use the letter to highlight these details and better position yourself for the job. Ideally, the company will tell you after your interview how long it anticipates it will take before it makes a decision. The company may be conducting numerous interviews, or calling back the most qualified prospects for a second round of interviews. Regardless, if you are unsure of the status of your application, call your contact person a week after the interview to touch base. Reintroduce yourself and say you are calling to follow up on the status of the internship position. This action will show initiative and professionalism. If you received your internship interview through your university's internship or career counseling department, contact your representative and tell her how your interview went. She may have received feedback from the employer, which she can pass along to you. She may also contact the employer on your behalf to touch base and gauge the company's interest in you. If you are accepted for the internship, express your thanks in writing. Send a letter to the hiring manager and say you appreciate the opportunity to work with the company. If you are not selected for the internship, use it as a learning opportunity. Contact the person who interviewed you and tell her that while you are disappointed you did not receive the job, you are committed to pursuing future opportunities and would appreciate feedback on what you could do better in the future. Not only will this approach provide you with valuable feedback, but it will also show your character and possibly position you for other opportunities with the company. By Jan Archer Updated July 01, 2018 Asking for an internship by email is common, as many internship postings simply list an email contact and ask for a resume. Although email is a widely used and often informal means of communication, you should maintain a level of professionalism when emailing about an opportunity. A few strategies will help you craft an appropriate email to ask for the internship. Treat the email as though it is a formal letter. Use formal salutations and professional language when emailing about an internship. Locate the appropriate person to email and address her by formal name. Include details about yourself and your experience to show why you are a good fit for the internship. Although you might not have work experience yet, you should be able to highlight your education and show how you are equipped to work in a professional setting. Instead of describing yourself with adjectives, use concrete examples that show your qualities. I have consistently remained in the top 10 percent of my junior class. If you do have work experience, describe it using strong verbs. As a paid marketing intern, I produced fresh copy, designed brochures and mailers, and managed social media outlets for a small business. Attach a resume that highlights your education, work and volunteer experience. The resume should include your contact information as well as references. List references who can speak specifically about your skills and abilities, such as advisers or professors who know you well. If you have no job experience yet, use volunteer jobs or coursework that has strengthened particular skills. Assistant Camp Counselor. Willow Brook Adventure Education Center. Boulder, Colo. Helped plan and supervise camping trips for at-risk youth. At the end of the email, reiterate your contact information even though it is located on your resume. Give your phone number and your email address and express that you are available to interview and hope to hear back soon. Closing with this information and goodwill message leaves a positive impression on the employer and strengthens your chance of getting an interview. Thank you for your time and attention to my application. I welcome an opportunity to discuss my qualifications and interest in your progressive organization. You may reach me by phone (333)444-5555 or email jandoe1@gmail.com. I look forward to hearing from you soon. Sending an email after a job interview has several benefits for job seekers. It's more than just a polite way to say thank you. Sending an email demonstrates interest in the position, lets you recap your conversation and allows you to add information you missed during your talk with the interviewer. Post-interview emails are so important that 69 percent of hiring managers interviewed said no post-interview contact from applicants damaged job seekers' chances of getting a callback, according to TopResume. Understanding the benefits of a post-interview email will help you craft effective follow-ups whenever you meet with a potential employer so you can increase your chances of getting that job. At the very least, a post-interview email is a courtesy. It's standard practice for job candidates to thank interviewers for taking the time to talk on the phone or meet in person to learn more about you. Even if you are the leading candidate, don't worry about looking too eager. Not sending a follow-up thank-you note might send enough negative signals to a potential employer that you decrease your chances for getting the job. Post-interview emails are more than just thank-you notes. They allow you to recap what you and the interviewer discussed during your meeting. This will help you point out the most important factors in your favor and keep them top-of-mind with your interviewer. Sending a generic "Thank you, I'm interested," email is a big, missed opportunity for job applicants, according to Inside Higher Ed. Your email should include a few specific qualifications you have for the job, not just your general background and experience. You want to let the interviewer know that you can do exactly what they need done, that you've already done it (for previous employers) and that you won't need lots of training. You can personalize your email and show more interest in the job by adding your reasons why the position interests you, points out career website indeed. No matter how carefully you plan, it's not uncommon for job candidates to forget to bring up a key skill they have during an interview. One piece of important information might be the difference between your making it to the next round of interviews or not. If you had forgotten to mention something you want the interviewer to know, include it in your follow-up email. Don't lead with your information - you don't want to make your mistake the main focus of the email. Thank the interviewer, recap the conversation's highlights, then add your, "By the way, ..." fact. If the piece of information seems like it might be too small to address in the body of your email, but you want to include it and make it stand out, consider adding it as a P.S. This will make have more impact. For example, you might add, "P.S. I also want to mention that I recently attended the XYZ annual conference and completed a half-day seminar on more effectively enrolling employees in voluntary benefit programs." Just because you applied for a job and showed up for the interview doesn't mean you're still interested in the position. Many job applicants interview with a company, and after hearing what the job entails, decide they're no longer interested. If you don't send a follow-up email to an employer who interviews you, you've sent a message that you're not too eager to make an impression on them. How long should you wait after an interview to follow up? Don't send a follow-up email as soon as you get back home or to the office. Your interview is still fresh in the mind of the person you just talked to and you won't be making a big impact. Take some time to think about what you want to achieve with your email and send it the next day. This will jog the interviewer's memory and make him think about your interview again. It's important that you don't seem like a pest by calling or sending a second post-interview email before the recruiter has a chance to go through other candidates. This is why it's important to try and find out what the timeline for hiring is during your interview. You might end the interview by asking, "When will you be making a decision?" or "When do you plan on contacting candidates for second interviews?" This will give you an idea if the company is looking to fill the position quickly, or if the process will take weeks. When you feel that no news is bad news, it might be time to contact the interviewer again. If you haven't heard back, it might be that your original email went into the interviewer's spam folder. In any case, if you feel you've got nothing to lose, send an email to the interviewer know you're checking back in to see if there are any updates regarding filling the position and your status. You might start your email with, "Hello, Ms. Smith, I'm just following up on my last email to you. I didn't hear back and wanted to make sure it didn't end up in your spam folder." Don't feel bad or nervous if you don't hear back from an interviewer after you meet. This common courtesy has started to fall by the wayside, with many applicants not even receiving rejection notices. Part of the issue might be the high number of applications businesses now receive because remote work is creating a flood of resumes for hiring managers. If you still have the original job posting, look for any information such as, "Successful candidates will be notified by March 30," or "The position is expected to be filled by March 30." You can also keep an eye on the company website to see if it has updated its staff roster or posted a press release welcoming the person who got the job. Your behavior after the interview can be just as important as the impression you make during your interview. Demonstrate proper etiquette after your telephone calls and interviews with recruiters and hiring managers, and you may very well put yourself ahead of other candidates vying for the same position. Proper etiquette refers to how you interact and the content of your interaction with recruiters and hiring managers. Within 24 hours after your telephone interview or first-round interview, send a thank-you letter to express your appreciation for the interviewer's time. In addition, restate your interest in the job and describe one or two points from the interview to illustrate you're a highly qualified candidate for the job. If you don't have the interviewer's email address, send a thank-you note via postal mail as soon as you can following the interview. If you've had multiple interviews, send a thank-you note after each round. After your telephone interview, send a thank-you note to the recruiter. If your next interview is a face-to-face meeting with the hiring manager, absolutely send a thank-you note to her following the interview. When you interview with a panel of four to six participants, it's not necessary to craft a separate thank-you note for every panel member. However, it's essential that you send a copy of the thank-you note to each person. Regardless of how expansive you believe your industry might be, the community of recruiters can be quite small. Adhere to proper rules of etiquette concerning information you share with others. Therefore, if you're continuing your job search and are interviewing with other prospective employers, refrain from making comments about your interviews with other companies. You could hurt your chances for a job with any employer if it's discovered that you're dishing about confidential meetings with recruiters. Also, don't discuss your job search and respect the confidentiality of the selection process that employers use. Proper etiquette includes the frequency and timing of your telephone calls. You might be very anxious to learn how well you did in your interviews; however, refrain from pestering the recruiter or hiring manager. And never contact the recruiter's manager to ask for information if you can't get in touch with the recruiter. That's a slight to any recruiter. If you've emailed your thank-you note and a week has passed since you've heard from the recruiter, it's acceptable to make a quick call to check on the progress of the selection process. Maintain a professional approach when you speak to the interviewer. Just because you spent a couple of hours discussing your background, sharing a laugh or two and talking about the possibility of your filling the vacancy, it doesn't mean that you've become friends. Stick to a professional, yet pleasant demeanor, and call only if you have pertinent questions or to provide additional information that could help the hiring manager make a decision, such as a list of references.

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