

After a Job Interview

Pre-reading

Questions:

- What do you think is important to do after a job interview?

Definitions:

- Discuss – to talk about something
- Team – a group of people who work together
- Note – a short letter



Reading

18 After a job interview, send a short thank-you note to the manager. The note is a way to
18 thank the manager for interviewing you for the job. It will keep your name in the manager's mind.

36 Write the thank-you note as soon as you get home from the interview. It is important to
53 have the manager read it before he or she forgets who you are.

66 Keep the thank-you note short. One half of a page is enough. First, thank the manager for
83 the interview. Next, write a sentence or two about why you are the **best** person for the job. Your
102 thank-you note may look something like this:

Dear Ms. Potter,

112 Thank you for meeting with me on Monday to discuss the
123 cashier job at your grocery store. I know I could do the job
136 well. I am a hard worker and learn quickly. In my last job,
149 my manager would ask me to help others learn. I know I
161 would become a great member of your team.

169 I look forward to hearing from you.

176 Sincerely,

177
179 Roberto Sanchez

