

## D3 Post Interview Tips

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After a job interview, it is important to follow up with the firm/company hiring manager. The most important step you can take to follow up after a job interview is to thank the interviewer for taking the time to meet with you, and to reiterate your sincere interest in the available position.

When you are selected for a job interview, it means that you're a serious contender for the open position. That is why it is important to take the time to follow up after every single job interview, including in-person, video and phone, and second interviews. By following up, you are reminding the interviewer that you are a strong candidate for the job and you are reinforcing the fact that you are qualified and should be given serious consideration.

Referenced below are D3 tips when following up with a prospective employer after an interview.

### General Follow Up Email Message & Thank You Letter Rules

- If you have time during the interview, collect business cards from those who interviewed you. That way, you will have contact information to easily follow up. If that is not feasible, check on LinkedIn or the firm's/company's web portal for the correct spelling of the names, job titles, and for the contact information for your interviewers, if it is listed.
- Send a thank you letter, note, or email message to everyone who interviewed you. D3 highly recommends you forward any draft correspondence to D3 for review and critique prior to forwarding to a prospective employer.
- Email is the fastest way to say thank you after a job interview and it is perfectly acceptable to send a thank you email message.
- Consider sending a handwritten thank you note. Keep a box of thank you note cards and a book of stamps handy. It will serve as another reminder and show that you care enough about the job to take the time to write a note, put on a stamp, and mail your thank you.
- Do not wait. Send your note within 24 hours of the interview, sooner if you are emailing the interviewer(s).
- Promote your candidacy to the prospective employer. Use your follow-up note to reiterate your genuine interest in the available position and the company. D3 reminder - be direct and succinct.
- Explain to the interviewer why you are qualified for the open position. Briefly highlight your relevant skills that are specific to the job requirements. D3 reminder - be direct and succinct.
- What did you forget to say? If there is something you had wished you had shared during the face-to-face interview, do it now. Mention anything you wished you had said, but did not, during the interview.
- Carefully and repeatedly proofread your follow up letters before you send them to the potential employer. A simple typo or grammatical error will knock you out of contention. Utilize D3's "expert eye" to review same before sending.

### Additional D3 Information

For additional information and insight concerning post interview follow up efforts, please consult with a D3 representative. As industry leaders in legal staffing, we pride ourselves on offering our expert commentary and analysis of a wide range of subjects affecting a candidates' employment search. [www.d3legalsearch.com](http://www.d3legalsearch.com)