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

After a job interview, send a short thank-you note to the manager. The note is a way to thank the manager for interviewing you for the job. It will keep your name in the manager’s mind. Write the thank-you note as soon as you get home from the interview. It is important to have the manager read it before he or she forgets who you are. Keep the thank-you note short. One half of a page is enough. First, thank the manager for the interview. Next, write a sentence or two about why you are the best person for the job. Your thank-you note may look something like this:

Dear Ms. Potter,

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

I look forward to hearing from you.

Sincerely,

Roberto Sanchez
Understanding

1. Why is it important to write a thank-you note to the manager who interviewed you? _________________
   ________________________________________________________________________________

2. What should you write about in the thank-you note? ________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

3. When should you write the thank-you note? ________________________________________
   ________________________________________________________________________________

4. What does the word best mean in this reading? ________________________________
   ________________________________________________________________________________

5. What does the sentence “I look forward to hearing from you” mean? _________________
   ________________________________________________________________________________

Writing

Practice writing a thank-you note. Think about a job interview you have had. Write a sample thank-you note to the person who interviewed you for the job.

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