

Follow Up Letter Interview Questions And Answers Guide.



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Follow Up Letter Job Interview Preparation Guide.

Question # 1

Tell me what is the purpose of a follow up letter?

Answer:-

After every job interview, it is critical to follow up with a thank you note to the person that interviewed you. Thank you notes are not just common courtesy, they are essential elements of the interviewing process.

Your smart competitors will be sending them and employers may hold it against you if you fail to follow up with a thank you. They may view you as uninterested, lazy or impolite.

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Question # 2

What happens by sending a follow up letter?

Answer:-

Sending a follow up letter or follow up email can make the difference between getting the job and getting passed over. It is your opportunity to remind the interviewer of your interest in the job and the top qualifications that set you apart from other applicants.

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Question # 3

Please provide some tips to craft great follow up letter?

Answer:-

The following tips will help you craft a great follow up letter for any job interview:

- * Do not procrastinate
- * Customize your job interview follow up letter
- * Your follow up letter is a sales letter
- * Pay attention to the details

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Question # 4

Define what is follow up letter?

Answer:-

A letter sent as a follow-up to an initial letter or to a telephone call, meeting, interview etc. A follow-up letter is sent 11 days later after representatives of RA failed to reply.

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Question # 5

Please tell me about 'do not procrastinate'?

Answer:-

Send a follow up letter immediately after the interview. You want to reinforce your good impression in your employer's mind while the memory of the interview is still fresh. If possible, send your follow up letter within 24 hours of the interview.

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Question # 6

What does "customize your job interview follow up letters" mean?

Answer:-

When writing your follow up letter, it is important to keep your reader in mind her personality, her level within the organization and her top priorities for the job in question.

You also must customize the tone of your letter for each interviewer. You do not want to send a stiff, formal follow up letter to a 28 year old techie manager. You also do not want to be too casual or familiar if your interviewer was a 60 year old CEO in a three-piece suit. Every follow up letter should begin with a sincere



expression of appreciation.

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Question # 7

Please define "pay attention to the details"?

Answer:-

Always proof read your follow up letter and make sure everything is spelled correctly, including names. Do not rely on your spell check tool. If you do not know how to spell a person's name, call the office and double check. Nothing is worse than misspelling somebody's name in a follow up letter.

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Question # 8

Define the phrase "your follow up letter is a sales letter"?

Answer:-

You must look at your follow up letter as a marketing/sales opportunity. This may be your last chance to influence the interviewer and convince him to bring you back for a second interview or even extend a job offer.

After expressing your thanks for the interviewer's time and interest, concisely reiterate why you want the job, why you think you are the best choice for the job, what you can give to the company that other applicants can not and any other selling points for this particular position.

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Question # 9

Why do you send a follow up letter?

Answer:-

Writing a follow up letter puts you in the Elite club of job hunters because it shows employers you are willing to go the extra mile. Writing a follow up letter after a job interview can dramatically increase your chances for getting the job but knowing how to write an effective one is another trick.

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Question # 10

Can you apologize in follow up letter to be nervous during the interview?

Answer:-

It is best not to introduce anything new (like being nervous in your job interview) that might undo all the hard work you put into that interview. No pleasant meandering chit-chat. No long interesting story about something that just happened to you unless it is absolutely positively relevant to the company's needs.

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Question # 11

What kind of follow up letters are the best?

Answer:-

The best interview follow up letters are short, concise and only take a few minutes to write. The main purpose of interview follow up letters is to keep your name in front of hiring authorities after your job interview. It is a subtle reminder of your recent meeting with them.

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Question # 12

Tell me could a post-interview follow up letter hurt my chances for getting job?

Answer:-

For the most part, it can not. Especially if you stick to the basics. Off course there are rare exceptions but if you do look follow up letters, please remember to put them in your own words and do not just copy them word for word. Some of the letters are so stiff and unnatural and they are certainly not geared to your actual experience. The last thing you want a potential employer to think is you can not even write your own follow up letter.

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Question # 13

Do you have to send a follow up letter to the recruiter or just sending an email will be fine?

Answer:-

Yes, it is fine to send an email these days, however, sending an email does not have the same impact on people. Most people I know get tons of email every day. But how many personal letters end up on your desk these days?

An email follow up letter is fine, but for full impact, take the extra time and send a type written one. It is not necessary to prepare a hand written letter.

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Question # 14

What happens when the interviewer receives your follow up letter?

Answer:-

When your follow up letter arrives, the manager will remember you and recollect your interview. Most managers will be impressed you took the time to write them a follow up letter.

After reading your letter, often times the manager will pick up the phone and call human resources to set up a second job interview. If not, your interview follow up letter will be a reminder that it is time to follow up with you. Either way, you win. Every time they glance at your interview follow up letter, they see your name.



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Question # 15

If you were interviewed by 6 people, is it fine to send each one the same follow up letter?

Answer:-

No. The general pleasantries in the first paragraph can be the same, but personalize your interview follow up letters by changing 1 or 2 sentences.

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Question # 16

What is the difference between follow up letters and follow up notes?

Answer:-

Not really. I have been using the word, note, because it implies short or brief. Basically a job interview follow up note is a short letter.

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Question # 17

Please tell me is there ever a time when interview follow up letter could be longer?

Answer:-

Yes, but this is a rare exception. Sometimes you are asked an unexpected difficult interview question. You do your best to answer it, but on the drive home you say to yourself, why did I say that? What was I thinking?

And then miraculously, you think of the perfect answer and proceed to pound your fists on the steering wheel.

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Question # 18

Tell me whom you will send a follow up letter to?

Answer:-

Everyone who interviewed you. Make sure you collect business cards from everyone during your interview. This way you know the correct spelling of their name and title.

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Question # 19

Tell me is it good to leave a voice message if the interviewer does not pick up you call?

Answer:-

Absolutely. Let technology work for you. Your mission is to either keep the hiring process moving or close things off so you can get on with your life. A voice mail will accomplish this.

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Question # 20

Tell me how many times should you follow up if no one is responding you?

Answer:-

If you have to keep chasing them, then the answer is no. It is important to close things off in your mind and move on. If you keep dwelling on it and mulling things over in your mind, you will just get frustrated and irritated. No sense in stewing over it any longer if the company is keeping you in the dark. In my experience, half the companies out there will give you timely feedback. The other half will either leave you hanging indefinitely or eventually get back to you whenever they get around to it.

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Question # 21

Should you call the interviewer if you do not get any response of your follow up letter?

Answer:-

Yes. Mail your letter either the day of your interview or the day after, if you traveled to your interview. Seven days after you drop your letter in the mail, call the manager.

Try and picture what is going on at the other end of the process. It takes 3 days for your letter to arrive. Your interview follow up may sit in the manager's in-basket for 2-3 days before actually being read.

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Question # 22

List some effective follow up techniques?

Answer:-

Effective interview follow up techniques:

*Send a brief but well written interview follow up letter.

*Make sure your employment references, sometimes referred to as job references, will give you a good recommendation and talk positively about you. Do not assume this will happen automatically.

*Consider asking your former boss or other influential person to write for you a character reference letter. A well written character reference letter can make a difference in you getting a job interview or a job offer.

*Three strikes and you are out. Job seekers needlessly worry about how many times they should call the company if nothing is happening or no one is calling them



back.

*Collecting your travel expenses. This technique tells you how to get reimbursed for travel expenses without losing your cool or rubbing someone the wrong way. It is amazing how many companies take their sweet time about reimbursing you for your travel expenses. This is definitely a buying signal, especially if they give you their cell phone number.

*In most cases, you should view this as an open invitation to call them. It may even be part of your interview evaluation.

*Promptly return calls, emails and requests for information. This interview follow up advice may seem unnecessary, but you would be surprised how many job seekers fall out of favor with hiring managers by not providing timely information (references, employment application) or simply taking too long to return a phone call.

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Question # 23

Should your words in the follow up letter be positive even if you are not interested in the job?

Answer:-

As a general rule, pursue the position even if you are not entirely sure you want it.

Example:

Remember, you are in the driver's seat, not the company. You can always turn down an offer. But if you do not get an offer, you do not have any options. It is always wise to complete the interview process and learn all you can before making your decision.

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Question # 24

What kind of industries can follow up letters be sent to?

Answer:-

- * Account Executives
- * Accounting
- * Administrative/Clerical
- * Engineering
- * Executive Management
- * Finance
- * Government
- * Health Care
- * Human Resources
- * Information Technology
- * Management
- * Manufacturing
- * Pharmaceuticals
- * Sales
- * Teaching/Education

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Question # 25

What should be written in a follow up letter?

Answer:-

A follow up letter can be a typed business letter, a well-written email or even a hand written note. All three letters contain the same basic message.

A follow up letter is more than just a simple follow up letter. It is a carefully crafted letter that gives you the opportunity to restate your skills and qualifications, reinforce your credentials and re-affirm your interest in the job. It also sets you apart from your competition. Because most of the time, job seekers blow off this tiny, yet critical part of the interviewing process.

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