



THANK YOU NOTE / FOLLOW UP

EXAMPLE 1: AFTER A JOB INTERVIEW

SUBJ: Thanks for meeting with me re. IT Security

Mrs. Smithfield,

Thank you again for meeting with me yesterday about the Information Security position. I am even more excited about the opportunity since speaking with you. *[REITERATE YOUR ENTHUSIASM FOR THE POSITION]*

As we discussed during the interview, my experience in the US Army brings a unique perspective to the challenges facing [COMPANY]. *[YOU CAN TELL A STORY HERE OR HIGHLIGHT SOMETHING THAT WENT WELL IN THE INTERVIEW]*

Thank you again for your time and consideration for this position.

If there is anything I can do to expedite your decision making process, please do not hesitate to contact me. If you have any more questions about my experience or accomplishments, please feel free to take a look at my website [LINK]. *[LINK EITHER TO YOUR PERSONAL WEBSITE OR LINKEDIN PROFILE HERE]*

Sincerely,

John Jones

EXAMPLE 2: AFTER A JOB INTERVIEW (WOW THEM)

SUBJ: Thanks for meeting with me re. IT Security

Mrs. Smithfield,

Thank you again for meeting with me yesterday about the Information Security position. I am even more excited about the opportunity since speaking with you.

As we discussed during the interview, my experience in the US Army brings a unique perspective to the challenges facing [COMPANY].

After meeting with you, I put together the attached list of what I gathered are the company's IT priorities in the next 6 months and a few possibilities of how I might help solve them. *[THIS IS HUGE. SHOW YOU LISTENED IN THE INTERVIEW AND THAT YOU ARE AN ACTION TAKER. TAKE THE TIME TO PUT TOGETHER A REPORT OR 60-DAY PLAN -- THIS DOESN'T HAVE TO BE LONG OR DETAILED FOR YOU TO IMMEDIATELY STAND OUT. ALMOST NOBODY DOES THIS]*

Thank you again for your time and consideration for this position.

If there is anything I can do to expedite your decision making process, please do not hesitate to contact me. If you have any more questions about my experience or accomplishments, please feel free to take a look at my website [LINK].

Sincerely,

John Jones

EXAMPLE 3: AFTER A JOB FAIR

SUBJ: follow up to our chat at today's Job Fair

Mrs. Smithfield:

Thank you so much for speaking with me at the Fort Bragg Job Fair today. I know there was a lot of prospective hires there for you, so I truly appreciated you taking the time to answer my questions and discuss the opportunities at [COMPANY].

I appreciated the fact that you explained in detail not only what your company does, but what it stands for. It's exciting to know that there are companies like yours that recognize the unique skills veterans like me can bring to the table. *[GET SPECIFIC ABOUT WHAT YOU DISCUSSED TO JOG THEIR MEMORY. REMEMBER, THEY MET WITH DOZENS OF PEOPLE LIKE YOU]*

I was equally excited to hear about the positions currently available. If you recall, I'm transitioning out of the Army at the end of the month after serving in a communications role here on base at Fort Bragg. *[REITERATE YOUR BACKGROUND AND QUALIFICATIONS]*

I look forward to an opportunity to speak to you further about the available positions and how I might put my training and skills to use at your company.

I have attached my resume. If you have any more questions about my experience or accomplishments, please feel free to take a look at my website [LINK]. *[LINK EITHER TO YOUR PERSONAL WEBSITE OR LINKEDIN PROFILE HERE]*

Thank you again for your time and consideration.

Sincerely,
John Jones

EXAMPLE 4: AFTER A MEETING (SAME DAY)

SUBJ: Thanks for meeting today!

Hi John,
Just wanted to thank you again for meeting with me earlier.

I've already ordered the book you recommended and I can't wait to dig in. *[TELL THEM WHAT YOU'RE GOING TO DO ABOUT THE ADVICE THEY GAVE YOU]*

I'll keep you posted on how it goes with my transition.

Please let me know if there's anything I can do to repay the favor!

-Jennifer

EXAMPLE 5: AFTER A MEETING/ADVICE UPDATE

SUBJ: Your advice worked. Thanks again

John,

I wanted to give you a quick update on my transition.

I read the book you suggested and you were right, getting my Project Management Certification seems like a great way to put my skills from the Army to use in the civilian section. I've already reached out to the transition office about what training I already have that can count towards the certificate, and turns out there's only two more steps I need to do to get it finalized. *[TELL THEM EXACTLY HOW YOU TOOK ACTION AND THE RESULT]*

I can't tell you how much it means to me to have this avenue opened up, and I couldn't have done it without you.

Thanks again! I'll let you know how it goes.

-Jennifer