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
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:
109	
	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	
	Roberto Sanchez
179	
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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.

