

§ 3.8

The Follow-Up Letter

“Thank you for this opportunity.”

The follow-up letter, or email, is a nice touch. Thank the firm for the interview. Even if you do not get the job, send a short note saying how much you learned from the interview experience. Doing so will keep you in the firm’s mind. Send the letter or email about ten days after the interview if you have not heard back.

Finally, and this is important, *never* ask the attorney why you did not get the job. You may feel like saying, “I want to learn from this experience,” but that is not his or her job. It is not professional. Don’t do it!

Pamela Legalskills

777 E. 1st St., Apt. 111
Career City, CA 56119
(555) 555-1234

January 20, 2006

Pete Duncan
Pete’s Law Firm
555 Fremont St.
Career City, CA 56197
RE: Job Interview

Dear Mr. Duncan:

I would like to extend my sincere thanks for your kind help and encouragement in my job search and for the interview that you granted to me. If I can be of any assistance to you in the future, please do not hesitate to contact me.

I can honestly say that I benefited greatly from our meeting. Whether you choose to hire me for this position or not, I appreciate your consideration.

Again, many thanks and best wishes.

Sincerely,

Pamela Legalskills