

Example Template for an Influence-Letter – Use in place of a thank-you note

You can use the following email template as a guide when sending your follow-up email. When your interviews involved several key people, you can customize it a bit for each person. It's likely you have key points of discussion that may be similar, but a bit difference that will help you customize each of your emails.

Dear

Thank you again for speaking with me about the *(job title)* position at *(name of employer)*. After hearing from you about the *(critical success factors you uncovered during your interview)* that are essential for the job, I am more confident than ever that I am an ideal candidate.

During our interview, we discussed *(two or three key areas of expertise that the position requires for which you have strong skills and experience)*. The work I did at *(current employer/former employer)* in the area of *(state your significant accomplishments and expertise that relate to these two or three points, bullet points OK)* seems to be a solid match for your requirements.

(Here are examples of two optional paragraphs if there are obvious gaps or objections that you're anticipating. Do not use them if you don't anticipate needing to overcome objections.)

I understand that the position requires extensive *(state some expertise and experience that you know the employer requires that either you were weak in or don't have)* with which I am not yet familiar. However, one of my greatest strengths is my ability to learn new tasks and new technologies quickly and efficiently. For example, *(give a real example of how you quickly learned and mastered some new skill or area of expertise on your current or prior jobs)* I mastered *(state what it is you mastered)* after only a brief seminar. Within *(time frame)*, I was *(state the results of the new skill or experience that you learned and how you are/were using it to your employer's advantage)*.

You stated that the start date of the position is *(time frame)*. Since our interview, I have *(state the proactive steps that you've already taken to strengthen this area of weakness... this could be a course you've enrolled in, a book you're reading are some other training)*. I have already made great strides in my understanding and execution of *(brief statement of what you've been studying and learning)*. I that I will be extremely well versed in these programs by *(time frame)*.

I have the leadership experience, organizational skills, and technological savvy to be an essential member of the *(employer's name)* team. I greatly appreciate the time you took to interview me, and I look forward to hearing from you about this position.

Regards,

Your name