

# PREPARE FOR INTERVIEWS

The initial screening interview normally lasts 30 minutes (45 minutes to 1 hour for PhD candidates). Like any presentation, the better prepared you are, the more successful you will be.

Be aware of the importance of first impressions.

- Use a solid handshake.
- Make eye contact, and smile.
- Be friendly and relaxed, yet professional.
- Expect some small talk.
- Follow the recruiter's lead.
- Focus and show interest.
- Listen to questions carefully. Never respond simply "yes" or "no." Provide examples and explain "why."
- Display confidence, not arrogance.

One person—an engineer or a human resource manager—will usually interview you. It is less common, but sometimes two recruiters will interview you at the same time. This can be more stressful. Try to relax. Maintain eye contact with each recruiter as you answer their questions.

Remember that the interview is an opportunity for you to learn more about the employer as well as for the employer to evaluate you as a potential employee. Keep in mind that you are not an ideal match for every employer's needs, so it is important to understand early that a "match" between employer and candidate is imperative, not only for the employer, but also for you. Individuals on "both sides of the table" should evaluate each other, discuss needs and interests, and honestly determine the "fit."

Provide specific examples with all answers. Ask questions (see future pages for suggested questions) either during the interview or at the end. Be prepared to supply a 2- to 3-minute summary of your qualifications and interests. Prepare a confident closing statement reiterating your interest in the position and be ready to highlight any important information that was not discussed in the interview.

Ask if you can supply other materials (transcripts, list of references, project summaries). Also ask about the employer's timeline for making hiring decisions. Obtain a business card for your records so you may accurately address a thank you letter. Shake hands, continue making good eye contact, and thank the recruiter for her/his time, mentioning your strong interest and enthusiasm to work with the employer.

Interviews are business meetings. Prepare accordingly. Know what you want to talk about; know your résumé thoroughly; be able to cite examples of skills, lessons learned or goals met all across the résumé page. Dress like you care. Give the impression that this is an important meeting for you.

## THE RECRUITER'S APPROACH TO YOUR INTERVIEW

Stop and take a step back to review the interview from the recruiter's viewpoint. Think about why each question is asked—analyze the question behind the question—and try to understand what skills or attributes are actually being evaluated in your response. If you can understand this process and prepare accordingly, you will not only survive, but succeed in interviews.

Recruiters will not try to embarrass you or cause you stress. They have a difficult task in conducting 10 to 15 interviews daily. Ultimately, recruiters must find from 1 to 5 candidates who "fit" their needs. The quality of candidates referred for second, on-site interviews is a direct reflection on the recruiter's ability to know and choose talent. His or her job is a difficult one.

## DO YOUR INTERVIEW HOMEWORK

This is where all your work ultimately pays off—skills assessment, résumé development, and communication with targeted employers.

Preparation and practice are key to successful interviewing. A lack of thorough employer research is often interpreted as poor preparation and a lack of interest in the employer.

- Know your résumé inside and out. Be able to thoroughly and comfortably discuss any item on the résumé by citing specific examples.
- Understand that your résumé emphasizes your skills and accomplishments; it will serve first as a deciding factor leading to an interview. Once an interview is scheduled, the recruiter will often direct the interview using the résumé as an outline.

### QUICK TIPS

- *A good recruiter has only one goal in mind during an interview—to obtain the most accurate and positive information possible on each candidate.*
- *Preparation is the key to successful interviewing. Know the kinds of questions you will be expected to answer. Describe how you used skills/strengths to meet goals, successfully complete projects, work with others.*
- *Your résumé gets you the interview. But your interview gets you the job offer.*

## WHAT TO WEAR

Business attire is appropriate for interviews. Business casual is appropriate for career fairs, employer information sessions and for more informal segments of an on-site interview.

- Verbally practice answering questions (Yes—out loud!) and talking about your skills and accomplishments. Recall how in “Assessment,” we emphasized the importance of spending time writing descriptions for skills, strengths and accomplishments. Now is the time to practice again!
- Review and organize facts found in employer research. Demonstrate your knowledge of the employer’s products or services. Take it a step further by clearly drawing the link—the match—between your skills and the employer’s needs. Do not leave this important step open for employer interpretation. Show them the match!
- Attend employer information sessions on campus. Introduce yourself to the recruiter(s) and mention that you are looking forward to your interview the next day. Ask intelligent questions and show enthusiasm.
- Prepare your portfolio, clothing, and transportation the night prior to the interview. Check the weather forecast for any contingencies you will need to make. Get plenty of rest. Set dozens of alarm clocks, if necessary. You will not be able to recover if you are late.
- Dress with respect for the importance of the interview. Show you care!
- Every answer requires a specific example to support your claim; never provide a simple one- or two-word answer.
- At the end of the interview, it is extremely important for you to ask questions. Lack of questions indicates lack of interest. Finally, summarize your interests and qualifications for the position.

## WHAT TO BRING

### Résumé

Include several copies of your current résumé. Provide one to the recruiter as you are sitting down to interview. Your complete résumé will provide detailed information for the recruiter and indicate a sense of preparedness.

### Transcripts

Go to your MyUW account and print several unofficial copies of your transcripts. Or, go to the Registrar’s Office to obtain official copies if you need them. Employers will want your unofficial transcript, so do not scramble to print them at the last minute.

### References

Bring your reference list and any evaluations of work performance.

### Other

Not required but may be helpful: photos/illustrations of projects (Vehicle Teams, Concrete Canoe, Bridge Building, Engineering EXPO, Transcend or any of the other student competitions), articles, abstracts, publications.

## PRACTICE OUT LOUD

Now is your time to talk about yourself. After all this preparation, you should know what to say! If you are thoroughly prepared, you know skills employers are seeking, what strengths and accomplishments you have developed, and what this particular employer needs in new engineering hires! You know your résumé and do not need to refer to it throughout the interview. You have practiced talking about your skills and have reviewed lists of potential questions. You are ready and able to talk.

Before you go through an actual interview, you should first go through at least one mock interview. Practicing interview responses is key to understanding how to improve your interviewing skills.

The mock interview is more than an opportunity to work out interview jitters; it is an opportunity to practice and improve your interviewing technique and answers. It is also a chance to hear constructive feedback from someone with experience in the field. It is not enough to look at an interview question and say, “Yeah, I know the answer to that one.”

» [Connect with ECS about mock interview resources.](#)

## PREPARE ELEVATOR PITCH

The pitch is a short summary that describes who you are, what you want to do and how you are suited for the position.

### Example:

‘Hi, I am Shiyu Yan. I am a sophomore at UW-Madison studying materials science and engineering. My interests lie in the automotive industry. In my current research position, I determine how environmental factors and applied chemicals impact the growth of field crops. I am vice president of my student organization, Materials Advantage, and have gained strong communication and time management skills through the experience. Through my courses, I have developed technical skills with Tensile testers, XRD machines, and MATLAB. I am interested in either a co-op or summer internship and am excited about the possibility of working with (organization name). I’ve researched openings on your website – could you tell me more about what qualities you are looking for in candidates?’

## ATTITUDE

The most important aspect of interviewing. The key element to successful interviewing is not your experience, your grades, what classes you took, your co-curricular activities, or any of the other basic necessities. Those skills are what got you the interview. The key element to successful interviewing can be summed up in one word: attitude. If you want to rise above others with better experience, better grades, or better anything, you will need to work on developing a highly positive work attitude.

Your attitude determines whether you will make the cut or be discarded. Remember, there are plenty of competitors with the ability to do almost any given job—especially at the entry level. The way most employers differentiate at the entry level is by candidates’ attitudes toward the job. Your attitude is often what recruiters will remember when the dust has settled after reviewing 10, 20, or even 100 candidates—the one who was sincerely willing to put forth [his or her] very best effort. If you have the attitude of wanting to do your very best for the organization, of being focused on the organization’s needs, of putting yourself forth as the person who will be committed and dedicated to fulfilling their needs, you will likely be the one chosen.

You can show your winning attitude in the way you present yourself. Incorporate the actual words “positive attitude,” “excellence” and “striving to be my best” into your interview language. Then show by your stories and examples how these words positively affect your life. Show them when and where and how you have put forth extra effort above and beyond the call of duty. Show them how you beat a deadline, how you excelled in a project, or how you made a difference by going the extra mile.

## DISCUSSIONS OF SALARY

Do not be caught off guard if the employer brings up salary near the end of an interview. Conversely, do not be the one to bring up this subject. If questioned about salary expectations, however be prepared to discuss the topic. Know the going rate for an entry-level engineer by reviewing ECS salary statistics as well as national statistics.

We recommend that you give a salary range or indicate that you are willing to consider any reasonable offer. For example:

Give a range: “I would hope that with my background and qualifications, a salary in the \$70,000 to \$75,000 range would be offered.” The range you give should be realistic and based upon prior research of starting salaries in the industry and for the position being discussed.

If a verbal offer is extended at the interview, be appreciative and graciously ask for two things:

- The offer in writing.
- Time to consider the offer. Most employers will offer an acceptance date of between 2 and 8 weeks after the initial offer.

If asked to make a decision on the spot, show your appreciation for the offer but say that you need time to consider such an important decision.

## TYPICAL INTERVIEW QUESTIONS

Don't try to memorize (or fabricate) the "right" answers to interview questions. The only right answers are those that truthfully describe an event in your life, including what you learned from the event, what skills you developed, what skill you used, or what you would have done differently. Have confidence that your response is strong if it reflects active self-assessment, specific details and relates to the question being asked.

Also try to understand the question behind the question; understand why the question is being asked and what the employer is evaluating. Respond with specific, thoughtful descriptions of your real past and present experiences, the skills developed and lessons learned from them.

If you have thoroughly prepared for all aspects of the job search and followed us carefully to this point, you will know what to say and how to respond. Questions are not as important as answers. However, a list of potential interview questions can be helpful!

### REASONS FOR STUDYING ENGINEERING:

- What led you to choose your field of major study? Why did you select UW-Madison? Was it a good decision?
- What classes were the most challenging? The least challenging?
- Describe your most rewarding college experiences.
- Are your grades an accurate indication of your academic achievement?
- Do you have plans for graduate or professional school?
- Why weren't you more involved in college activities?
- What was the best part of your college experience?
- A college degree is nothing special; everyone I am interviewing has one. What else do you have to offer me?
- Provide an example of how you acquired a technical skill and converted it into a practical application.
- How frequently did you skip classes while in college?

### EMPLOYER KNOWLEDGE/INTEREST:

- How have you prepared for this interview?
- Why are you interested in opportunities with my company? What do you know about our company?
- Why should we hire you instead of other equally qualified candidates?
- Which trade publications do you read to keep informed about current trends?
- What technical skills would you bring to this position?

- What qualities do you think this position requires?
- What interests you least about this job?
- What do you see as the major trends in the field?
- Why do you want to leave your current employer?
- What salary would you anticipate?

### WORK AND ACADEMIC EXPERIENCES:

- Describe a situation in which your ideas or work conflicted with the ideas or work of a co-worker or supervisor.
- What type of people do you find difficult to work with?
- What have you learned from your past jobs?
- How did your co-op/intern position contribute to your career growth?
- Tell me of a situation where you worked under pressure.
- You seem to have limited work experience; why do you think you could do this job?
- What part of the position's responsibilities interests you most?
- If I contacted your references, what would they each say about you?
- Have you ever been fired?
- Do you make your opinion known when you disagree with a supervisor?
- How would you handle a situation in which you couldn't get along with your boss?
- What new idea or suggestion did you make to your immediate supervisor in the last couple of months?
- How would you describe the perfect supervisor?

### MOTIVATIONS AND GOALS:

- Tell me about the last time that you made a change in your life.
- What do you consider to be your greatest strengths? Weaknesses?
- Give me two examples of good decisions you have made in the last six months. Why were they good?
- What have you done that demonstrates your initiative?
- What would you change about yourself if you could?
- When have you been a leader?
- Would you rather write a report or give an oral report? Why?
- What was the latest book you've read or movie you seen?
- Are you a risk-taker?
- How do you handle pressure situations?
- How do you relieve stress?

- Tell me about yourself.
- How have you gone about determining that this field is right for you?
- What is the biggest risk you have ever taken?
- What is your strongest transferable skill? How has it been helpful to you?
- What accomplishment has given you the most satisfaction? Why?
- What are the most important rewards you expect in your career?
- What motivates you to put forth your greatest effort?
- How do you define success?
- What two or three accomplishments have given you the most satisfaction? Why?

### RESPONSE TO FAILURE OR CRITICISM:

- How do you react to criticism?
- Think about something at work or school that you consider a failure. Tell me about it.
- Tell me about a mistake you made, and how you handled it.
- What is the worst communication problem you have experienced?
- Tell me about a time when you put your foot in your mouth (misspoke).
- Describe the biggest problem you have faced within the last six months. How did you handle it?
- What is the most unethical situation you have encountered?
- Have you ever been convicted of a crime?
- When was the last time you lied?
- Who is currently angry with you?
- Tell me about a team you were on when all members did not carry their weight.

### INTERACTION WITH OTHERS:

- Describe an instance where you made effective use of facts to secure the agreement of others.
- Describe a creative idea that you produced which led to a significant contribution to the success of an activity or project.
- What is leadership? Describe your vision of a leader. When is it time to follow?
- What qualities are essential for success in business today?

### FUTURE GOALS:

- What are your short-range goals? How are you preparing for them?
- What do you see yourself doing five years from now?
- Which of your personal goals have you reached and not reached?
- What are your long-range career objectives?
- Tell me about a time you overcame obstacles to reach a goal?

### QUICK TIPS

- *It is not enough to look at an interview question on a long list of questions and say, "Yeah, I know the answer to that one."*
- *Take time to practice responses out loud.*
- *Listen to the "question behind the question." What is the interviewer trying to learn about me?*

## QUESTIONS FOR YOU TO ASK THE RECRUITER

You **MUST** have questions to ask your interviewer. If you do not ask questions, it indicates you have little interest in the position and is perceived negatively by the interviewer. You can ask about almost anything job-related – except salary.

- What attracted you to this organization?
- What do you think its strengths and weaknesses are?
- What are the most critical factors for success at your organization?
- How would you describe your management style?
- What are the greatest challenges for entry-level hires within your organization?
- Can you tell me about the people who will look to me for supervision?
- What is the organization's customer service philosophy?
- What is the makeup of the team as far as experience?
- What does the organization value most?
- What kinds of processes are in place to encourage collaboration?
- How do my skills compare to other candidates you have interviewed?
- What kinds of assignments might I expect during the first few months on the job?
- What characteristics help a person succeed in this field?
- How often are performance reviews provided?
- What do you consider ideal experiences for this job?
- Please tell me about the people with whom I would be working.
- What would be a typical career path for someone like me entering your organization?
- Please describe the management style or engineering environment at your organization.
- What are my opportunities for learning new skills?
- How much influence will I have over the type of work I will do?
- What do you like best about working at ABC Co.?
- Do you promote from within?
- What would be my primary responsibilities?
- What would I be expected to accomplish in the first six months on the job?
- What are some of the department's ongoing and anticipated special projects?
- How much contact does the department have with management?

- What do you like best about working for this department/organization?
- Can you describe a typical workday in the department?
- Do you feel free to express your ideas and concerns here?
- What are the possibilities for professional growth and promotion?
- How much interaction do you have with superiors, colleagues and customers?
- How long have you been with the company?
- Is there anything you would change about the company if you had the chance?
- What do employees seem to like best about the organization?
- How large is the department where the opening exists?
- What type of orientation or training do new employees receive?
- How do you prioritize young professionals in the organization?
- What is the next course of action? When should I expect to hear from you? What are the next steps in this process?
- I would like to leave you with some final thoughts regarding my qualifications and enthusiasm for working with your company.

### QUICK TIPS

*Do not ask these questions:*

- *What will my salary be?*
- *What does your organization do?*
- *Where are you located?*
- *Do I get paid for overtime?*
- *How much vacation will I receive?*

## DIFFERENT TYPES OF INTERVIEWS

### BEHAVIORAL INTERVIEWS

The basic premise behind behavioral interviews is that past behavior is the best predictor of future behavior. Most employers use this interview method.

“Tell me about a team experience in which one member did not meet expectations.”

This question demonstrates the type of question common in behavioral interviews. Based on the premise that the best way to predict future behavior is to evaluate past behavior, this form of questioning allows the recruiter to assess your abilities based on what you have already done.

#### Typical behavioral question structure:

- Tell me about an obstacle you have overcome.
- Tell me about the most unethical situation you’ve observed or experienced.
- Tell me about your last experience with success.
- Tell me about a goal you have met.

#### S.T.A.R. response style for behavioral questions:

In responding to behavioral questions, it is best to provide a specific example to support your response. Frame the response using an example from your resume including academic projects, classes, work experiences, and out-of-class activities.

Be very specific as you cover the four necessary steps (**S**ituation, **T**ask, **A**ction & **R**esult) for optimum success:

- **Situation:** Give an example of a situation you were involved in that resulted in a positive outcome.
- **Task:** Describe the task(s) required in the situation.
- **Action:** Talk about the various actions you initiated or completed.
- **Result:** Provide the results directly connected to your actions.

To maximize this method, you should add what you learned from the situation that you will bring to the job.

- Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service. Try to use your entire résumé.
- Prepare short descriptions of each situation; be ready to give details if asked.
- Be sure each story has a beginning, middle, and an end.
- Be sure the outcome or result reflects positively on you. If the result itself was not favorable, talk about what you learned or would do differently next time.
- Be honest. Don’t embellish or omit any part of the story.

### CASE INTERVIEWS

Simply put, a case interview is the analysis of a business plan or situation. Unlike most other interview questions, it is an interactive process. Your interviewer will present you with a business problem and ask you for your opinion. Your job is to ask the interviewer logical questions that will permit you to make a detailed recommendation. The majority of case interviewers don’t have a specific right answer that you, the candidate, are expected to give. What the interviewer is looking for is a thought process that is both analytical and creative (what consultants love to call “out-of-the-box” thinking). Specific knowledge of the industry covered by the case question is a bonus but not necessary. An understanding of the business models and processes as well as global business experience is helpful for success.

#### Question categories can be identified as:

- **Market-sizing** questions focus on determining the market size for a particular service or product.
- **Business operations** questions refer to running a business and getting a product out the door. The focus may include purchasing and transporting raw materials, manufacturing processes, scheduling of staff and facilities, product distribution ... the day-to-day of running the business.
- **Business strategy** questions deal more with the future direction of a firm. Good strategy questions may have a market-sizing piece, a logic puzzle, multiple operations issues, and a dose of creativity and action. These types of questions tend to be quite complex.
- **Résumé case** questions come directly from the candidate’s résumé. One example may be, “I see that you play rugby. Describe all the different positions on a rugby team, and the play strategy for each.”

### VIRTUAL INTERVIEWS

Phone/Video interviews are often used as a screening method prior to extending face-to-face interviews. An employer will evaluate you to determine the benefit of inviting you for an on-site visit.

#### Some general advice:

- Prepare as if this were a face-to-face interview.
- Have résumé, references page, transcripts, and other items, such as list of publications, presentations, patents, as well as sample projects and papers close by if needed.
- Have a pen, paper, personal calendar, and class schedule for scheduling employer visits.
- Be in a quiet space. Turn off any alarms scheduled on your phone or calendar. Mute the notifications on your computer.
- Write down the names of the interviewers. Refer to them as Mr. or Ms., unless otherwise indicated.

- Take quick notes during the interview. At the close of the interview, thank the interviewer using their name.
- Smile. You will sound more interested and friendly. A smile over the phone can be recognized.
- Have a glass of water or waterbottle nearby.

### Telephone Interviews

During the job search, remember that a telephone interview (much like business email) must be formal and professional. You must adopt a manner in using the phone that conveys your seriousness of purpose, ability to concisely communicate your strengths, and desire to work for the employer.

In a phone interview, your voice is the sole means of communication. You cannot use eye contact, facial expressions, body language, or other visual means of communication, nor can you respond to the interviewer's nonverbal cues or attempt to interpret their interest. You are selling yourself using only words and the tone of your voice.

#### Telephone Tips:

- Speak slowly. Articulate clearly. Your diction, voice level, intonation and choice of words are your main forms of communicating.
- Don't use a speakerphone. If you choose to use headphone with a speaker make sure to test them out ahead of time.
- Allow for silences or pauses. If you need more time to consider a question, simply ask for it, since silences are more pronounced on the phone.
- Listen. With no other communication clues except a voice, it is critical for you to focus and listen carefully. Ask for clarification if you don't understand a question.
- Don't interrupt, although some "over-talk" is bound to happen on the phone. Confirm that what you said has been "heard."

Occasionally, an employer will call you unexpectedly asking about your interest in job opportunities and/or wanting to ask you a few questions regarding your qualifications. If the employer has caught you at a bad time, it is ok to request that you talk at another time, if you express your appreciation and interest in the opportunity.

### Video Interviews

Many organizations will now utilize internet software for conducting interviews. The combination of audio and visual elements improves the employer's ability to get a better understanding of a potential candidates' skills and fit for the position.

#### Video Tips:

- Ensure you have a strong internet connection
- Turn on your camera for the interview. Make sure your light source comes from behind your computer. Check your background.

- Log on a bit early to test audio, microphone and camera
- Look at the camera
- Dress appropriately for a business interview
- Use a computer, not a mobile device

Video interviews can also include a pre-recorded format. Here, you log in and answer a set of pre-recorded interview questions with no interviewer present. The responses are then shared with the interviewer. In this case, do your best to imagine you are having a live conversation. Typically, with pre-recorded questions, you can re-record some of your responses. You may find resources on the internet that allow you to practice a pre-recorded format. A trial run is a good idea.

## TECHNICAL INTERVIEWS

Technical interviews are common in engineering because they allow employers to evaluate your problem-solving skills. Some questions will be specific to the position, while others may be more general logic problems.

### Approach to Answering

1. Restate the problem
2. State assumptions and ask clarifying questions if needed
3. Share your approach to solving (often the key component)
4. Solve the problem

### Example Questions

1. You need to measure out four gallons of water, but you only have a three-gallon jug and a five-gallon jug. How do you measure out four gallons exactly?
2. If you have seven white socks and nine black socks in a drawer, how many socks do you have to pull out blindly in order to ensure you have a matching pair?
3. If  $x$  amount of weight was applied to a cable with a cutoff of  $xx$  weight, how much force would a motor have to produce to cut-off the cable?
4. Give two ways of converting a two input NAND gate to an inverter.
5. Imagine an analog clock set to 12 o'clock. Note that the hour and minute hands overlap. How many times each day do both the hour and minute hands overlap? How would you determine the exact times of the day that this occurs?

A perfect answer is not always the purpose of a technical question. Being able to articulate your process, approach to solving, and resources needed or used are all important components of determining your problem-solving abilities.

## INTERVIEW FOLLOW-UP

***The interview is not the end of the job search process; follow-up is required.***

It is important not only to reflect on your interview performance, but also to continue a dialogue with the recruiter. What does this mean? It means that it is in your best interest to follow-up the interview with a thank you email or letter and maintain a regular follow-up schedule. Employers are interested in hiring people who are interested in the position!

Indicate your interest by continuing to communicate with the recruiter until a decision has been made. Use discretion regarding frequency—do not become a pest.

Within one to two days, send an email message thanking the recruiter for the interview, clarifying topics discussed in the interview, and re-emphasizing interest in the employer's opportunity. A well-written, well-timed thank you message will not get you a job, but it can tip the scales if all other factors are equal.

- By sending a thank you message, you will:
- Show courtesy and appreciation
- Stand out from the crowd
- Reiterate interest in the opportunity
- Make points you forgot during the interview
- Demonstrate your writing skills

Regularly contact the recruiter after the thank you letter; do so approximately every 2 weeks until a decision is made. Offer to provide other materials, such as transcripts or samples of your work.

Develop a spreadsheet with employer names, recruiter contacts, interview dates, and follow-up dates. Since you are actively searching, a spreadsheet will help you track the interactions with many, many, many employers and recruiters.

## INTERVIEW THANK YOU AND FOLLOW-UP

### **Send immediately after interview.**

Thank you for your time and consideration during our interview on Thursday. I enjoyed our discussion on the new widget product you are developing and appreciated your tour of the facility. As we discussed your needs and toured the facility, my interest in joining your team became even stronger.

In giving further thought to our discussion about working in the widget industry, I realized I had a similar experience several years ago while working with new optical technology at ABC Corp. While it required more time to get up to speed, I dedicated extra personal time to become familiar with the specifics of that project, and was able to deliver our prototype ahead of schedule. With my dedication, team work, and experience in developing optical technology, I am confident I would be an asset to your team and make a valuable contribution to Techno Products, Inc.

I appreciate your consideration and am excited by the prospect of working with you and developing the new widget product line. Enclosed is an additional copy of my résumé for your convenience. I look forward to talking with you again soon.

## FOLLOW-UP EMAILS

### **Send two weeks after thank you email for interview.**

I am still very interested in pursuing opportunities with ABC Corp. in the widget division. As we discussed on campus in Madison last month, my academic project in XXX will enable me to make immediate contributions as an entry-level engineer. Please let me know if I can provide you with any other materials to help you make your decision. I look forward to scheduling an on-site visit at your convenience.

Thank you, once again, for your time and consideration.

### **Send 2 weeks after first follow-up email.**

(A professional phone call of continued interest is also appropriate instead of this email.)

After meeting with you on October 14, I remain extremely interested in your XXX position and I feel confident that I can work with your team to maintain your high level of performance and customer service.

Recently, I have scheduled second interviews with two other companies and received one offer on which I will need to decide by the end of the month. Since ABC has always been my employer of choice, I would very much appreciate a communication regarding my application status and would like the opportunity to interview on-site with you.