At the end of an interview it is important to show you appreciate the time they took to interview you. Employers want to know that you are excited to work for them.

If you have a business card, samples of your work, or recommendation letters, keep those until the end of your interview to leave with the employer.

**Directions:**

Follow the list on the following page to make sure you end your interview successfully and leave a good impression.

**Ending My Interview**

1. Thank the interviewer.
Say “Thank you for letting me come in today to meet you and learn more about the company.”

2. If you have a business card or other items, leave that with the interviewer at this time.

3. Shake the interviewer’s hand.

4. Say “I look forward to hearing from you. Have a good day!”

**Reminder:** This is only one example. This template may need to be individualized to fit your particular needs.