

## The Right Way to End an Interview

**Summary:** *The end of a job interview is the lasting impression you leave on the interviewer, so you need to make sure you make a statement that shows how interested you are in the job.*



The end of an interview can be tricky. You spend a lot of effort finding jobs to apply to, **preparing the resume** and cover letter, and then **preparing for the interview**. It would be a waste to ruin a perfectly good interview because of the way you end it.

Some encourage interviewees to end the interview with a simple “thank you” and move on, but the majority of career experts say you should take a different approach. You should be trying to “close the sale” at the end of an interview, but in a tactful and professional way.

Take an honest, open approach to the end of the job interview and ask them one of these questions:

- How well do I fit the type of candidate you are looking for based on my **background, skills, and experience?**
- Do you have any concerns about my fit for this position based on what we discussed during the interview?

From the answers to one of these questions, you will know how to finish off. If the interviewer had concerns about your fit, you can discuss those more. Or you can move directly on to the next question:

- What are the next steps in the hiring process?

This question will help you understand their timeline and if there are many more people to interview. Always reiterate your interest in the position with them by saying one of these two lines,



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or something similar:

- Our discussion has made me even more excited about this opportunity and I would love to be the person you decide to hire. Is there is anything else you need from me before you make the decision?
- From my research and what we have discussed, I would really love to work for this company in this position. How soon will you be making the decision?

Finish by thanking them for their time and ask for a business card before walking out the door. This is a little trick to help you make sure you have their name, title, mailing address, email address, and telephone number correct to use for your thank you note.

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