



## Interview Follow-Up

### Email Check-in Template

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Consider sending a concise check-in email if you have not heard from the company after two weeks from the interview. Try to email the recruiter or hiring manager to get a status check and gently remind them you are eager to fill the role you applied for.

#### Outline and Examples

**Subject Line:** Clear, concise, include the job title you interviewed for

- Checking in RE: Project Manager Role
- Interview Check in: Project Manager Role

**Paragraph:** Only one paragraph, express you are still interested in the job, seeking an update, offer additional information, thank them for their time

Dear [Hiring manager name],

I hope your week is going well. I'm checking in on the project manager role. I enjoyed meeting with you/team and am looking forward to an update. I am happy to provide anything else you might need to help assist in the decision-making process. Thank you for your time.

**Signature:** Keep it professional and friendly

- "Best,"
- "Sincerely,"
- "Thank you."

**Contact Information:** Provide Contact information that you regularly check, always include your name without rank

1. Charlie Smith
2. Personal Number
3. Personal Email