



Interview Follow-Up

Email Follow-Up Template

Following up after an interview lets them know that you are interested and professional. Below is an outline to guide you. You can follow up via email or by sending a thank you note.

Outline and Examples

Subject Line: Clear, concise and convey appreciation for your interviewer's time

- Great speaking with you today
- Thank you for the opportunity to interview
- Thank you for your time, [name of interviewer]

First Paragraph: Your thank you: Mention job title, thank them for their time, express your interest in the role

Thank you for taking the time to meet with me, I am very excited about this [role interviews for] and the opportunity to bring my skills to [company name].

Second Paragraph: Highlight conversation points from the interview, relate points to your experience.

I was very excited to hear about the new department being developed that we discussed in the interview. I am enthusiastic about the development of a new department especially given my background in cross functional teams and project management.



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Third Paragraph: Highlight what sets you apart: Summary statement about what sets you apart, invite them to ask you follow-up questions, keep the lines of communication open

After our conversation, I am eager to get started and have the upmost confidence that my background and experience will enable me to the fill the role requirements and be an active team member exceeding company goals. Please feel free to contact me for any further information or examples of my work. I look forward to hearing from you soon.

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