



TIP SHEET

FOLLOW UP FAST TO GET THE JOB

Leave a Lasting Impression

Following up after an interview can be a bit of an afterthought. However, a well-timed email or phone call could set you apart from the other candidates and remind the interviewer of your ability to build relationships or a great conversation you had during the interview.

How do you follow up without being too pushy, but still show your interest in the position?

It's not as hard as it seems! Follow these 5 steps to follow up after an interview, so that that you stand out from the crowd.

1. Write a thank-you email as soon as possible
2. Send it immediately—don't wait!
3. Keep it brief, but personalize it with something you talked about in the interview. This serves as evidence of your listening skills.
4. Add any new information that you learned at the end of the interview (for example, if one of your skills was highlighted or if you were asked about running into a specific challenge in past jobs)
5. Then, send a follow-up email if you don't hear back within 4-5 days after the thank-you email.



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Thank-You Email Template

Hi [Interviewer's Name],

Thank you so much for meeting me earlier today. It was wonderful to hear more about the position, the team and the organization. I am very excited about the role and the opportunity to join such a stellar [team/organization].

I particularly enjoyed hearing about [mention something specific you talked to them about in the interview].

It sounds like an exciting opportunity and a role I could excel at. I specifically look forward to [something specific from the interview to reinforce the value you will contribute].

I'm looking forward to hearing any updates you can share, and please do not hesitate to contact me if you have questions or concerns in the meantime.

Sincerely,
[Your First and Last Name]



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If you don't hear back within 4– 5 days after sending your thank-you email, send a follow-up email soon after.

Great follow-up emails include each of these five elements:

1. **Reiterate your interest.** Use your follow-up message to restate your interest in the job and the company.
2. **Remind the interviewer about your qualifications and experience.** Highlight your relevant skills that are specific to the job's requirements.
3. **Include anything you forgot to say.** Mention anything you wish you had said, but didn't, during the interview.
4. **Clean up interview mistakes.** If you misspoke during your interview or answered a question poorly, a well-crafted follow-up note can rephrase your answer.
5. **Include your contact information.** Make it easy for the interviewer to get back in touch by including your phone number and email address in your correspondence.

Use the template on the next page to craft your own follow-up email.



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Follow-Up Email Template

Hello [Interviewer Name],

I am writing to you to follow up about my interview [earlier this week/last week/last Tuesday/ etc.] for the [job title] role.

I really enjoyed meeting you [and any other interviewer's names], and I think you'll find that my experience in [state specific experience or skill] would be a great fit for your team.

[Include a reference to something specific you said or did in the interview]

I am available any time this week if you'd like to schedule an additional interview or chat about the next steps. Please let me know what works best for you.

Thanks again for your time, and I hope to hear back from you soon!

[Your name]



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If you still don't hear back...

It's easy to start overanalyzing what this means but know that it probably speaks more to the recruiter's schedule than your chances as a candidate. There could be competing priorities or someone out of the office. There's even a chance the recruiter simply forgot to update you- it happens more often than you would think.

Wait two to three business days after the date you were told to take into account any unexpected events. Then, there's no harm in shooting over a quick note asking if something came up and if they can get back to you soon—or just following up with them if they don't get back in touch right away.

Follow-Up After Decision Date Email Template

Hello [Interviewer Name],

I hope you are well. I wanted to check in and see if there is an update on the status for the [job title] position I interviewed for on [DATE].

I am still interested in the role and look forward to hearing back from you soon.

Best regards,
[Your Name]

Following up demonstrates you are keen on the role, and that you care.

Recruiters and organizations often come under fire for being slow to follow up, so take the matter in your own hands.



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Additional Tips

- If you do not have the interviewer's email addresses, look them up on LinkedIn and send them a message there.
- Send your thank-you email within 24 hours so that you are at the top of the interviewer's mind. Then send a follow-up email if you don't hear back.
- Proofread your note before you send it and run it through a grammar program such as Grammarly to ensure that punctuation, grammar, and spelling are on point.
- Be mindful and accurate when spelling the interviewer's name. They will notice if you get it wrong.

