

Interview finished, so what's next?

Here is a step-by-step guide to writing a follow-up email



Begin with a strong subject line



Follow up with a thank you



Set yourself apart from other candidates



Talk about your passions, objectives and background

Subject line: Thank you for the opportunity

Dear Mr. Frame,

Thank you for taking the time to speak with me about the virtual event manager position. It was great to meet with you and to learn more about the position.

I'm very excited about the opportunity to join the Federal Youth Network. I am especially intrigued by the details you shared regarding the upcoming launch of your virtual series. I am confident that my background in event planning combined with my interest in communications will enable me to fulfill your needs and support the vision of FYN.

Please feel free to request any further details.

Thanks again,

Rona Jones
555-555-5555
RonaJ@email.com

EXAMPLE

1

Subject Line: Andrea Rodriguez – In Gratitude

Dear Mr./Ms. Last Name:

It was a pleasure meeting you the other day and discussing the associate faculty member position at the School. I really appreciate the time you took to interview me for the position. I'm grateful that I was able to ask questions about the position. The more I spoke with you, the more I was convinced that my experience and my passion for learning make me a strong candidate for this position.

I look forward to hearing from you in the next couple of week's regarding your final decision. Feel free to reach out to me beforehand with any questions or concerns. Again, my phone number is 555-555-5555.

Thank you again for your time and consideration.

Best,

Andrea Rodriguez

EXAMPLE

2

Hi [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [Company Name] and help [bring in new clients/develop world-class content/anything else awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

Best regards,

[Your Name]

EXAMPLE

3

Key Tips:

1. Send your first follow-up with 24 hrs
2. Be short and concise
3. Keep it professional
4. Proofread