

THE **FOLLOW-UP**

POST-INTERVIEW FOLLOW-UP

After your interview, be sure to reach out to the employer again via email. Sending a follow-up email confirms your interest in the position you interviewed for and lets the employer know you're serious about becoming part of their team.

WHEN TO FOLLOW-UP

- Within 24 hours of your interview
- After one or two weeks if you haven't received a response or update

WHAT TO INCLUDE

- A short subject line that makes and connects back to you
 - EXAMPLE: "John Smith - Interview on Tuesday at 4 p.m."
- A polite greeting. Include the name of who you're reaching out to if possible
 - EXAMPLE: "Good afternoon, Ms. Johnson,"
- Your main message
 - Thank them for their time in the interview.
 - Explain that you're following up on your interview - remember to be specific about the job, mentioning the job title and interview date.
 - Restate your interest in the position and say you're looking forward to hearing about the next steps.
- Close the email by inviting the interviewer to reach out to you if they have any additional questions.
- Sign off with a polite salutation, your name, and contact information
 - EXAMPLE: Sincerely,

John Smith
John.Smith@example.com
(123) 456-7890

DO A FINAL CHECK

- Before you hit send, be sure to go through your email again to check for any spelling or grammar mistakes, that you have the contact's name and information correct, and that you covered everything you need to without being too wordy.

