

Jobseeker's Guide to The Perfect Follow-up Email

Did you know?



91% of employers like to receive follow up thank you notes — but 57% of candidates don't send them.

Q Why write a follow-up email?

A There are plenty of reasons to write a follow-up email, such as:

- Showcasing communication skills
- Reminding the interviewer of your candidacy
- Showing excitement for the position
- Sharing new information
- Showing gratitude for the opportunity
- Determining if you will get another interview

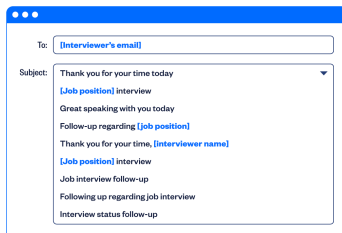
Q When do you write a follow-up email?

A Within 24 hours of the interview, but not too soon — give a window of a few hours.

What to include in a follow-up email:

- 1** Greeting: Dear [hiring manager's name],
- 2** Express your gratitude: Thank you for taking the time to speak with me about the [position name] role at [company name] on [date].
- 3** Reiterate your interest in the position + Explain how you will be an asset to the company: After learning more about the role, I am positive that my skill set and experience would be valuable in helping [company name] achieve [company goal] since I have multiple years of experience in [job function].
- 4** Mention that you can provide additional information: If you require any additional documentation of my credentials, please do not hesitate to reach out.
- 5** Sign off with a signature: Sincerely, [Your signature]

Follow-up email subject lines:



Follow-up email best practices

7 tips for success



- 1** Include your name, the position you interviewed for, and the date or time of the interview.
- 2** Keep your email as brief as possible.
- 3** Show respect and gratitude for their time.
- 4** Follow up within 24 hours of the first interview.
- 5** Have a positive tone and attitude.
- 6** Proofread emails before sending.
- 7** Say anything you forgot to mention in the interview.

Sources:
Robert Half, Careerbuilder



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