

FOLLOWING UP

Follow up within 24 hours of your interview for your "Thank You" email

- Thank them for the opportunity
- Express your excitement for the role
- Communicate anything you feel you didn't have an opportunity to that relates to the role (keep this brief)
- Wish them luck in finding the best fit for the position

Haven't heard back?

In the interview, you likely asked when you would hear back with a decision - Do not send an email asking for an update prior to when they communicated.

When following up:

- Keep negative emotions out of the correspondence
- Express your interest in the position
- Check in on progress

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What does a "thank you" email follow up look like?

Hi [Name],

Thank you for the opportunity to interview for the [Position Title]. In learning more about the role and how I could contribute, I am even more excited about the possibility of working with you and the team.

I wanted to provide additional clarification on the answer I provided when you asked about [insert question]. [Provide brief explanation]. After the interview, I realized I could have explained it more clearly (or whatever is relevant and professional) so please reach out if there are additional questions after reading this email.

I wish you the best of luck in finding the right fit for this role. I look forward to hearing back on your decision.

Best,
Nichole

FOLLOWING UP

What does a "follow up after not hearing back" look like?

Hi [Name],

How are you? I wanted to check in on the progress of the [Position Title] role. In our discussion, you had mentioned potentially knowing the next steps by [x date] and I wanted to give some time as I understand the hiring process can take some time.

Are there any hesitations or concerns you or the team have where an additional conversation may help to determine if I am a right fit for this position?

I remain excited and confident in my abilities to succeed in this position and look forward to hearing back.

Best,
Nichole