GENERAL

interview follow up email template

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Introduction

Landing an interview is a major milestone, but securing the job often hinges on what you do after the conversation ends. A well crafted**nterview follow up email template**can set you apart from other candidates, reinforce your enthusiasm, and remind hiring managers of your fit for the role. In today's competitive job market, a timely, concise, and personalized follow up isn't just polite—it's a strategic move that can tip the scales in your favor. This guide will walk you through the science of follow up emails, provide multiple ready to use templates, and share expert tips to help you master the art of post interview communication.

Why Follow Up Emails Matter

Most recruiters receive dozens, sometimes hundreds, of interview invitations. After the interview, the hiring manager's inbox can become cluttered with notes, performance evaluations, and other candidates' emails. A thoughtful follow up email serves several key purposes:

- Reinforces Your Interest: It signals genuine enthusiasm and keeps you top of mind.
- Highlights Your Strengths: You can quickly recap how your skills align with the role.
- Shows Professionalism: Demonstrates that you respect the hiring process and value the interviewer's time.
- Provides an Opportunity to Address Gaps: If you forgot to mention something important during the interview, you can bring it up.
- Creates a Positive Last Impression: A polished email can leave a lasting favorable view of you as a candidate.

Timing Is Everything

The timing of your follow up can influence its effectiveness. While the exact window may vary by industry and role, the general rule of thumb is:

1. Send your first follow up within 24 hours of the interview.
2. If you haven't heard back after the agreed timeline (often one to two weeks), consider a polite second follow up.
3. A third email is rarely necessary unless the role is critical or you're in a high volume hiring cycle.

Sending the email too early may appear impatient, while waiting too long can make you seem uninterested. Aim for a sweet spot that respects the hiring manager's schedule while keeping you visible.

Key Components of a Great Follow Up Email

Regardless of the template you choose, a successful follow up email should contain the following elements:

- Subject Line: Clear, concise, and reference the interview or role.
- Greeting: Address the interviewer by name.
- Opening Line: Express gratitude for the opportunity.
- Body Paragraphs: Highlight key points from the interview and your fit.
- Closing Line: Reiterate interest and invite further discussion.
- Signature: Professional sign off with contact information.

Subject Line Best Practices

A subject line that catches the eye yet stays professional is crucial. Examples include:

- “Thank You – [Your Name] – [Position Title] Interview”
- “Following Up on [Position Title] Interview”
- “Next Steps for [Position Title] – [Your Name]”

Keep it under 60 characters to ensure it displays fully on mobile devices.

Template 1: The Classic Thank You Email

This template is perfect for most situations—short, sweet, and to the point.

Subject: Thank You – [Your Name] – [Position Title] Interview

Dear [Interviewer’s Name],

Thank you for taking the time to speak with me on [date] about the [Position Title] role at [Company]. I appreciated learning more about the team’s vision and the innovative projects underway.

I am excited about the opportunity to contribute my experience in [specific skill] and help drive [specific company goal]. Our discussion confirmed that my background aligns well with the responsibilities of the position.

Please let me know if you need any additional information. I look forward to the next steps and the possibility of joining your team.

Best regards,
[Your Name]
[Phone Number] | [Email Address] | [LinkedIn Profile]

Template 2: The Detailed Follow Up

Use this when you want to emphasize specific achievements or clarify a point from the interview.

Subject: Following Up on [Position Title] Interview – [Your Name]

Hi [Interviewer’s Name],

I wanted to thank you again for the engaging conversation on [date]. I was particularly excited to discuss [project or topic], and I believe my experience with [relevant experience] would bring immediate value to the team.

To recap, I have:
- Delivered [quantifiable achievement] in my previous role at [Company].
- Developed [specific skill] that aligns with the goals of your department.
- Demonstrated strong collaboration with cross functional teams, as we discussed.

I remain enthusiastic about the opportunity and would love to contribute to [specific company initiative]. If there are

any further questions or if you need additional references, please let me know.

Thank you for considering my application.

Warm regards,
[Your Name]
[Phone Number] | [Email Address] | [LinkedIn Profile]

Template 3: The Second Follow Up (If No Response)

When a week or more has passed since your first email, a gentle reminder can be effective.

Subject: Quick Check In – [Position Title] Interview – [Your Name]

Hello [Interviewer's Name],

I hope you're doing well. I wanted to follow up on my interview on [date] for the [Position Title] role. I remain very interested in the position and excited about the possibility of contributing to [Company]'s goals.

If there are any updates regarding the hiring timeline or additional information you need from me, please feel free to reach out. I appreciate your time and consideration.

Thank you again,
[Your Name]
[Phone Number] | [Email Address] | [LinkedIn Profile]

Customizing Your Templates

Generic templates are a great starting point, but personalization can dramatically improve your chances. Here's how to tailor each element:

- Subject Line: Insert the exact role title and company name.
- Greeting: Double check the interviewer's name and correct title.
- Opening Line: Mention a specific moment from the interview—perhaps a question they asked or a project they described.
- Body: Reference the key responsibilities discussed and match them with your achievements.
- Closing: Offer to provide additional information or schedule a follow up call.

Adding a touch of personality—such as a brief anecdote about a shared interest—can also make your email stand out.

Common Mistakes to Avoid

Even small errors can undermine the impact of your follow up:

- Typos and Grammar Mistakes: Proofread carefully or use a tool like Grammarly.
- Being Too Vague: Avoid generic statements; be specific about why you're a good fit.

- Sending Too Frequently: Over communicating can irritate hiring managers.
- Using a Spammy Subject Line: Keep it professional—no all caps or excessive punctuation.
- Failing to Include Contact Information: Make it easy for the recruiter to reach you.

Tips for Writing an Effective Follow Up Email

1. Keep It Concise: Aim for 150–200 words. Hiring managers appreciate brevity.
2. Use Active Voice: It conveys confidence and clarity.
3. Show Gratitude: A sincere thank you sets a positive tone.
4. Highlight Value: Focus on what you bring to the table, not just what you want.
5. Use Bullet Points: They make key information stand out and improve readability.
6. Include a Call to Action: Prompt the next step, such as a follow up call or additional materials.

Email Etiquette in the Digital Age

Beyond content, presentation matters. Here are etiquette guidelines to keep in mind:

- Professional Email Address: Use a simple format like firstname.lastname@domain.com.
- Avoid Emojis: They can appear unprofessional in a corporate setting.
- Use a Professional Signature: Include your phone number, LinkedIn profile, and any relevant portfolio links.
- Respect Time Zones: Send emails during business hours to increase the likelihood of a timely response.
- Follow up with a Phone Call: If you don't receive a reply after two weeks, a brief call can demonstrate initiative.

Tracking and Analytics

Many email clients now offer read receipts or tracking features. While useful, they should be used sparingly and ethically. A simple "I'd appreciate any update on the hiring process" can be more effective than relying on analytics to gauge interest.

Tools to Help Craft Your Follow Up

Several tools can streamline the process and ensure your email looks polished:

- Grammarly: For grammar, punctuation, and tone suggestions.
- Hunter.io: Helps verify email addresses and find professional contacts.
- Mailshake or Yesware: Track opens, clicks, and set reminders for follow ups.
- Google Docs or Microsoft Word: Use templates and collaborate with a mentor for feedback.

Conclusion

In the journey from interview to offer, a thoughtfully crafted **interview follow up email template** can be a decisive factor. By timing your email correctly, personalizing each message, and focusing on the value you bring, you demonstrate professionalism and genuine interest. Whether you opt for a concise thank you or a detailed recap, remember that the goal is to keep the conversation alive and reinforce your fit for the role. Armed with the templates and best practices above, you're now ready to send follow up emails that leave a lasting, positive impression. Good luck, and may your next email lead you straight to the job offer!

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