

# Follow Up Emails After an Interview

In the best case, you only need to send one email—a note that thanks your interviewers for their time and expresses your enthusiasm for the job. Sometimes, weeks can pass after an interview without a response from a potential employer.

## 1. Start by choosing the right subject line

The best subject lines in your follow-up email are clear, concise and convey appreciation for your interviewer's time.

Here are the best interview follow-up email example subject lines:

- Thank you for your time, [insert interviewer's name]
- Great speaking with you today!
- Thank you for the opportunity
- Thank you!
- I appreciate your time and advice
- Follow up regarding [insert position title]

## 2. Open your first paragraph with a thank you

In your first paragraph, mention the specific job title, thank your interviewer for their time and express your continued interest in the job and company.

## 3. Talk about your interests, goals, and experience

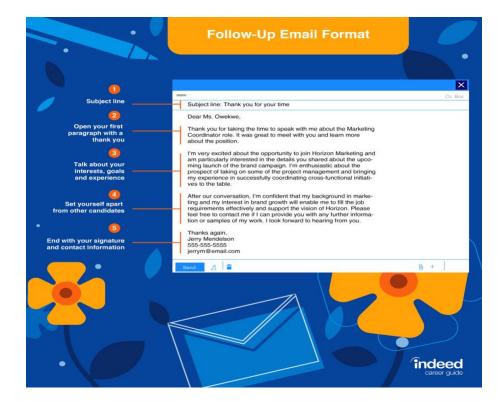
In your second paragraph, note the company's name as well as a conversation point and/or goal that seemed especially important to the person you spoke to. Connect that point to your experience and interests. Get as specific as possible while keeping it short and to the point.

#### 4. Set yourself apart from other candidates

In the final paragraph, close with a summary statement on what sets you apart as a candidate and what you'll bring to this new opportunity. Invite them to ask you any additional questions and close by saying you're looking forward to hearing back.

#### 5. End with a signature and your contact info

Close your email by including your signature and contact information. Choose a professional and friendly closing such as "Best," "Sincerely," or "Thank you."



Source and additional information: <u>https://www.indeed.com/career-advice/interviewing/follow-up-email-examples-after-interview</u>