



## Writing a Checking-In Email (After Follow-Up)

If you haven't heard back from a potential employer after your interview or after your post-interview follow-up, you can send a "checking in" email, ideally to the recruiter. You should send this email if you haven't heard back after two weeks since your interview.

Keep it concise. Indicate that you're looking for more information without being overeager:

- In the subject line, include the job title.
- Send this email to the recruiter. They are the most likely to be up-to-date on what's happening in the hiring process.
- Keep it to one paragraph, indicating that you are still interested in the job and looking for an update. Offer to provide additional information if they need it. Sign off with a thank you.

***Subject line: Checking in RE: marketing coordinator role***

*Dear Yesenia,*

*I hope you're well. I'm checking in on the marketing coordinator role. It was great to meet with the team earlier and I'm looking forward to your update. Please let me know if there's anything else I can provide to assist in the decision-making process.*

*Thank you,*

Rachel Cole

555-555-5555

[rcole@email.com](mailto:rcole@email.com)

You don't need to worry that checking in makes you seem desperate or annoying. The truth is that these decisions take a different amount of time at each company. You're simply giving them a gentle nudge for an update. And, if you really want the job, there's *no harm in reiterating that*.