



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."

The infographic, titled "Follow-Up Email Format", illustrates the structure of a follow-up email. It features a sample email window with five numbered steps on the left side, each pointing to a corresponding part of the email text:

- 1 Subject line**: Points to the subject line: "Subject line: Thank you for your time".
- 2 Open your first paragraph with a thank you**: Points to the first paragraph: "Dear Ms. Owekwe, Thank you for taking the time to speak with me about the Marketing Coordinator role. It was great to meet with you and learn more about the position."
- 3 Talk about your interests, goals and experience**: Points to the second paragraph: "I'm very excited about the opportunity to join Horizon Marketing and am particularly interested in the details you shared about the upcoming launch of the brand campaign. I'm enthusiastic about the prospect of taking on some of the project management and bringing my experience in successfully coordinating cross-functional initiatives to the table."
- 4 Set yourself apart from other candidates**: Points to the third paragraph: "After our conversation, I'm confident that my background in marketing and my interest in brand growth will enable me to fill the job requirements effectively and support the vision of Horizon. Please feel free to contact me if I can provide you with any further information or samples of my work. I look forward to hearing from you."
- 5 End with your signature and contact information**: Points to the signature block: "Thanks again, Jerry Mendelson, 555-555-5555, jerym@email.com".

The background of the infographic is blue with decorative elements like a pencil, flowers, and an envelope. The Indeed Career Guide logo is in the bottom right corner.

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