

Followups Messages

Referrals

Referral Initial Reach-Out

Hi [Name],

I'm reaching out to you because [thing you have in common or noticed about them]. I'm interested in potentially pursuing opportunities in the [Department] team at [their Company], and I'm wondering if you're willing to share some thoughts on what it's like to work there and the culture?

Best,

[Name]

Referral Request

Hi [Name],

Thank you for the call yesterday. It was so helpful talking to you about your experience. Based on your insight, I am eager to pursue the [Title] position.

I realize it's easy for a resume to get lost in the shuffle when applying through an online portal. Do you know who I should send my resume to directly? Or, if your company has an employee referral bonus, I can send you the resume. Whichever works best!

Best,

[Name]

Sending Resume to HR

Subject: Name_SkillSet_Yrs_of_Exp_JobID - <few words to show interest to work with company>

Rename resume: name_skill_exp.pdf

Cover letter: (In email body)

para1: <What you are applying for, how much exp, skillset.>

para2: <more aligned towards JobDescription> why you are right candidate for that job you are applying for.

para3: <Keep me updated, i am early waiting for respond>

Thanks & Regards,

<Name>

Contact No:

Email:

LinkedIn

Followup multiple times. every 2 days for few weeks.

JOB Application Followup / HR message

Job Application Initial Follow Up

Hi [Name],

Great to meet you! I applied to the [Role title] position at [Company], and I want to let you know how interested I am in the position. I am particularly excited by [Company] because [Reason you like that company]. I [Name specific accomplishments that relate to what is listed in the job description], so please look out for my application and let me know if you'd like to chat!

Best,

[Name]

Follow Up Email

Hi [Name],

I applied to the [Position] position a few weeks ago and want to update you. I am still very interested in working at [Company]. Do let me know if you have any questions or if I can provide additional materials to assist in making your decision.

Best,

[Name]

Interview followup

Follow Up After the Interview

Hi [Name],

I hope the team is doing well since we last spoke. No need to respond as I am sure you have so much on your plate right now, but I wanted to let you know that I continue to be excited about this opportunity.

Please let me know if you have any questions or if I can provide additional information.

Best,

[Name]

I am off the market interview:

Here's an update on my timeline. I'm in the final round of interviews with another company, but I remain interested in exploring the opportunity with [Company you're writing to].

If you would like to continue the conversation, would we be able to expedite the next steps? If not, I understand that you all have to move at your own pace, I wish you all the best going forward.

Rejected => Reconsidered down the line =>
Hired.

While this was not the news I was hoping for, I'm grateful that I got to meet the team & learn more about the [Company]. The [Company] team is very impressive, [Say something from the heart, such as "and you all made this process seamless for me, which speaks to your great culture"]

I am excited by the direction [Company] is moving in, & should there be future opportunities for me to help you all, please do not hesitate to reach out.