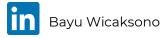
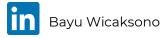


- To express your high interest and gratitude.
- 2. To create friendly reminder about you.



- <sup>1</sup> Greeting and proper salutation
- 2. Mention the job title and interview's date you are following up
- Express your interest to keep going with the process
- 4. Ask the update
- Closing statement and 'Thank You'
- 6. Your signature

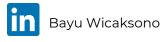


# Greeting and proper salutation

Dear Mr. Jonathan Stern,

Dear Ms. Jessica Bradford,

Note: You are expected to know the contact's name because you have met them.



I hope this email finds you well. I would like to follow up about the [job title] role.

#### OR

I hope you are having a great day. I was interviewed for the [job title] position on [interview date], and you stated that your team/hiring manager would decide this week.

After talking with you, meeting the team, and getting a better understanding of what is involved in the position, I am even more confident that there can be no better match.

#### **OR**

I am very excited about the opportunity to join [company's name] and am particularly interested in the details you shared about [something you are interested in about the job].

#### OR

I really enjoyed meeting you [yesterday/last week/the day you met him/her], and I'm very interested in the opportunity.

I would like to inquire about the progress of your hiring decision and the status of my job application.

#### **OR**

Do you have any updates to share regarding the [job title] position? Please let me know whenever you have time if I am still in the running for the role.

#### OR

Please let me know what next steps are needed from me, or what other information I can provide you during this process.

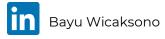
Thanks for your time and consideration, and I look forward to hear back from you soon.

## OR

I look forward to hopefully working together in the future.

### OR

I look forward to hearing from you.



Sample of sign-offs ——— Best regards,

OR

Kind regards,

OR

Sincerely,

Sample of sign-offs ——— Your full name

For example:

Kind regards,

Samantha Clarke